5|2

Manufacturers
Data
Base

MC0028

Signposting

Department of Health
and Social Security
January 1973

Signposting

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2

Introduction

3 General Introduction

This 1973 Edition of the MDB incorporates some changes suggested by the users.

Feedback from the users can materially assist the Department's monitoring functions. Forms for this purpose will be available.

Technical Document

The Technical Document for each component (see list on back cover) gives component descriptions, dimensional ranges and coding, and advises on selection and use.

Product Specification

The Product Specifications will be supplied by each of the selected manufacturers. A folder will be supplied for each range of components described in the Technical Documents. Manufacturers will send approved MDB information direct to the users. This will include descriptions of performance, details of junctions with adjoining components, drawings or photographs and the fixing and maintenance services offered, sufficient for a user to make a choice of manufacturers in his area. This detailed information should be checked again at tender stage.

Price List

The Price List for each component range gives prices obtained from each manufacturer, the terms and conditions under which these prices have been obtained and the method of measurement. This is a confidential document and will be supplied only to users of the components.

Use and Index

The Use and Index is the key document giving information about the other documents and the use of the system. Part of the Use and Index will be **a list** of the name, address, telephone number and customer contacts of each of the selected manufacturers.

Service Document

The Service Document is primarily intended for the Main Contractor and gives information about the service he will get from and be required to provide to the selected manufacturer.

Colour Coding

Technical Documents have BLUE covers.

Product Specifications have YELLOW covers.

Price Lists have RED covers.

Component Introduction

4

This document describes SIGNPOSTING SYSTEMS generally suitable for Health and Welfare buildings.

In the following sections the SIGNPOSTING SYSTEMS are described in detail.

In Use and Index it is stressed that successful use of co-ordinated components depends on:-

1 Orderly selection to ensure functional compatibility.

2 Acceptance of dimensional conventions for the incorporation of components in both design and production stages.

3 Definition of junctions within these dimensional conventions so that standard co-ordinated components can always be used.

MDB components have been selected on this basis and the MDB.range offers functionally suitable components which are compatible with adjoining components.

Data given in this document is applicable to all selected components in this category. It is supplemented by manufacturers details given in their product specifications.

The coding used is part of a data co-ordination system based on the CI/SfB system.

5

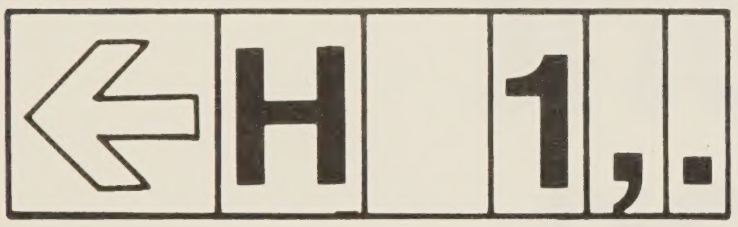
Component Description

6 Signposting system

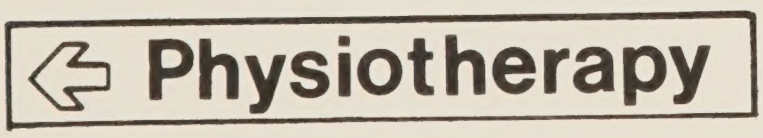
2·0 System

2·1 The system uses coloured standard planks. Information is presented in white lettering using preferred words (i.e. sets of words commonly used in most Health buildings).

A standard alphabet referred to as the Health alphabet, has been designed for clarity and ease of recognition. See pages 13 and 17. The size of letters has been carefully considered in relation to the size of the plank.



2·2 Single-sided planks have information one one face only. Double-sided planks have information on both faces. Planks are available in standard lengths and single or double depths.



Single depth planks are designed for a single line of information.

Double depth planks are designed for two lines of information.

2·3 Planks are available in four standard colours as follows:

blue B.S. Ref. 0.012

green B.S. Ref. 0.010

grey B.S. Ref. 9.101

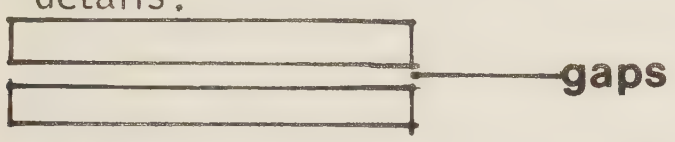
red B.S. Ref. 0.005

yellow Ref 309 of B.S. 318C.

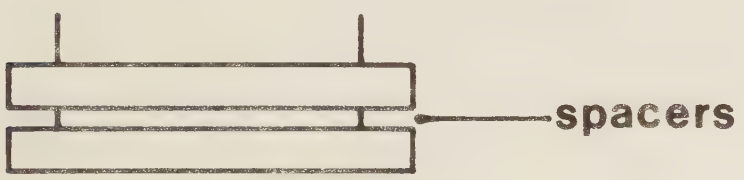
These colours are related to the information for ease of identification of common rooms or facilities.

2·4 Preferred words are used to ensure that directions are consistent from one hospital to another and from one department to another. The Preferred words are identified with their appropriate background colour on pages 30 to 38.

2·5 Planks may be used singly or in a bank. Planks for vertical surfaces may be fixed or removable. The User should refer to the Product Specification for fixing details.



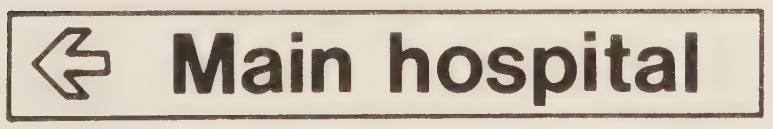
2·6 Where several planks are suspended in a bank, spacers are proveded to space out signs.



2·7 Exceptionally two external sign planks can be joined together horizontally to produce one long line of information using standard size lettering.

OR vertically to produce two lines of information, e.g. name of health building.

2·8 The first letter of information and of all proper names is a capital letter and the rest are lower case letters.

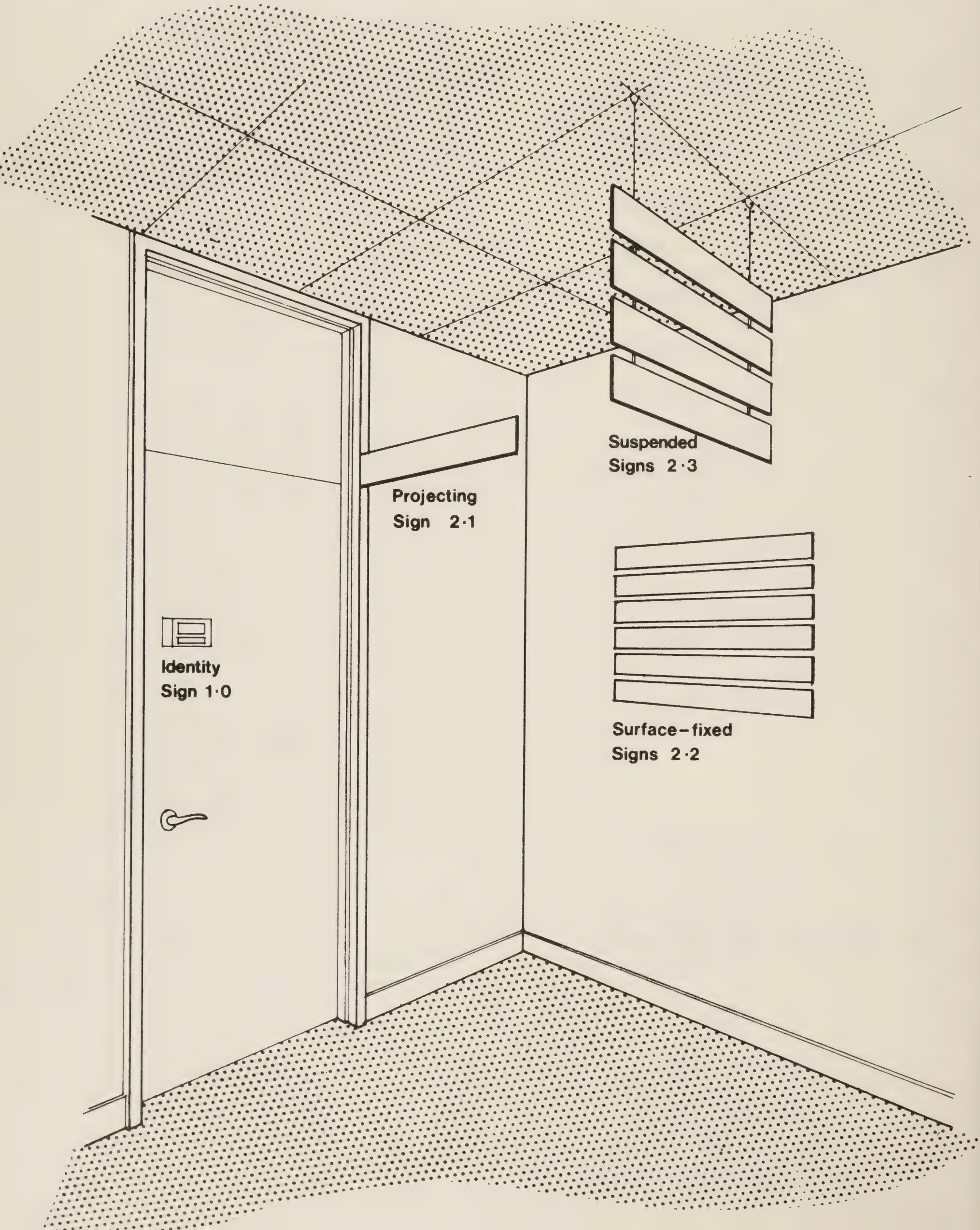


3·0 Traffic signs

These have been selected from the standard Ministry of Transport signs. They are prepared to the M.O.T. approved specification (now the Department of the Environment).

8

Signposting description internal signs



1·0
Internal identity signs

Small signs with white letters on a grey background for use with doors. These may be fixed or removable
(see page 23 for types)

2·0
Internal direction and location signs

Large signs with white letters and arrows on a coloured background for use on internal walls or suspended from ceilings.

Three types of signs are available.
See pages 25 and 26.

2.1. Projecting
2.2. Surface-fixed
2.3. Suspended

2·1
Projecting

Signs fixed at right angles to the vertical surface, are supplied complete with wall fixing brackets.

2·2
Surface-fixed

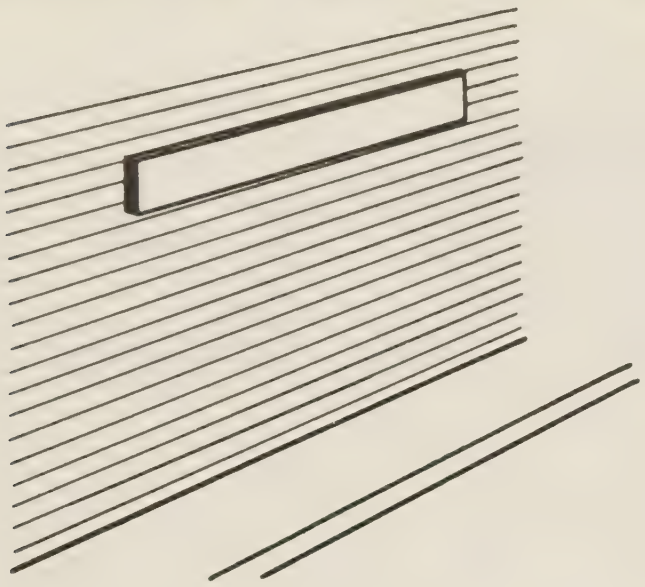
Signs fixed parallel to a vertical surface. They may be fixed or removable.

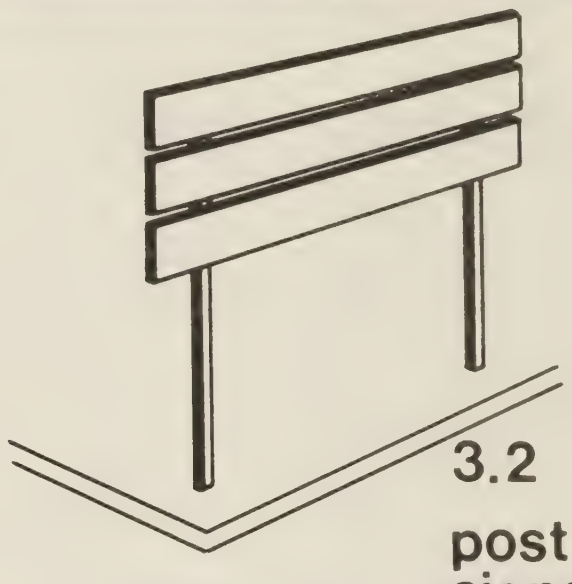
2·3
Suspended

Signs suspended from a ceiling. Signs are supplied complete with spacers to space out planks, suspension and ceiling fixing device.

10

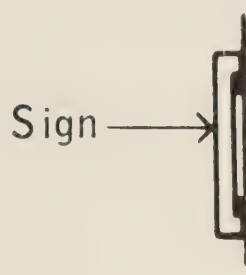
Sign posting description external signs



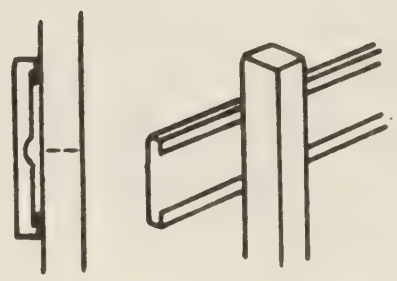


3.2

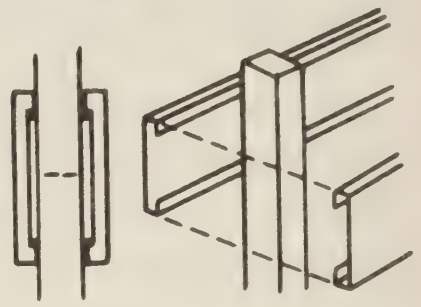
post fixed signs



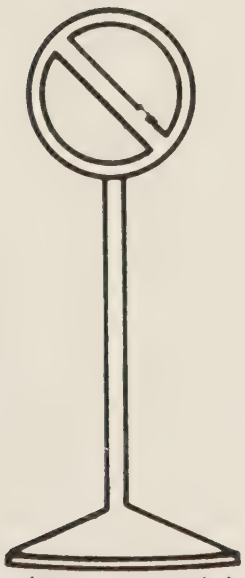
3.1
surface fixed signs



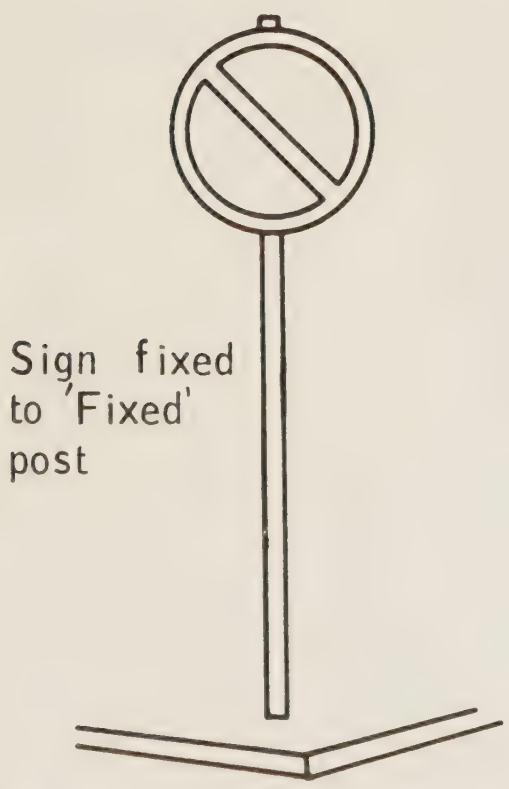
Single-sided sign



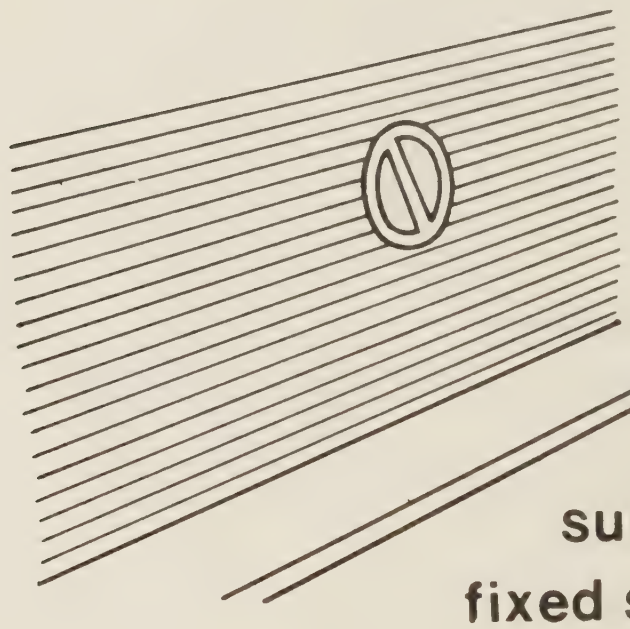
Double-sided signs



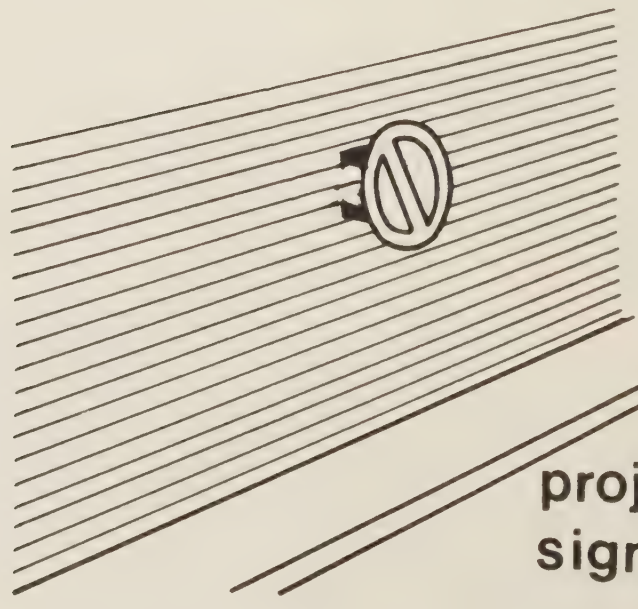
Sign fixed to movable post.



4.0 traffic signs



4.1
surface fixed signs



4.2
projecting sign

3·0
External direction and location signs

These are signs with white letters and arrows on coloured background for use on external walls or with posts. These are surface-fixed or post fixed supplied complete with brackets, bolts, etc., fixings as necessary.

3·1
Surface-fixed

Signs fixed paralled to a vertical surface and supplied complete with brackets, screws, etc. fixings as necessary.

3·2
Post-fixed

Signs fixed to a pair of posts for letting into the ground and supplied complete with brackets, bolts etc., fixings, posts.

4·0
Traffic signs

These are the D.O.E. standard signs and are supplied complete with brackets bolts etc., fixings as necessary.

4·1
Surface-fixed

Fixed paralled to wall and supplied complete with brackets, bolts, etc., fixings as necessary.

4·2
Projecting

Fixed at right angles to wall, supplied complete with brackets, bolts, etc., fixings as necessary.

4·3
Post-fixed

Fixed to a 'fixed' or movable post, supplied complete brackets, bolts etc, fixings as necessary.

12 Health alphabet

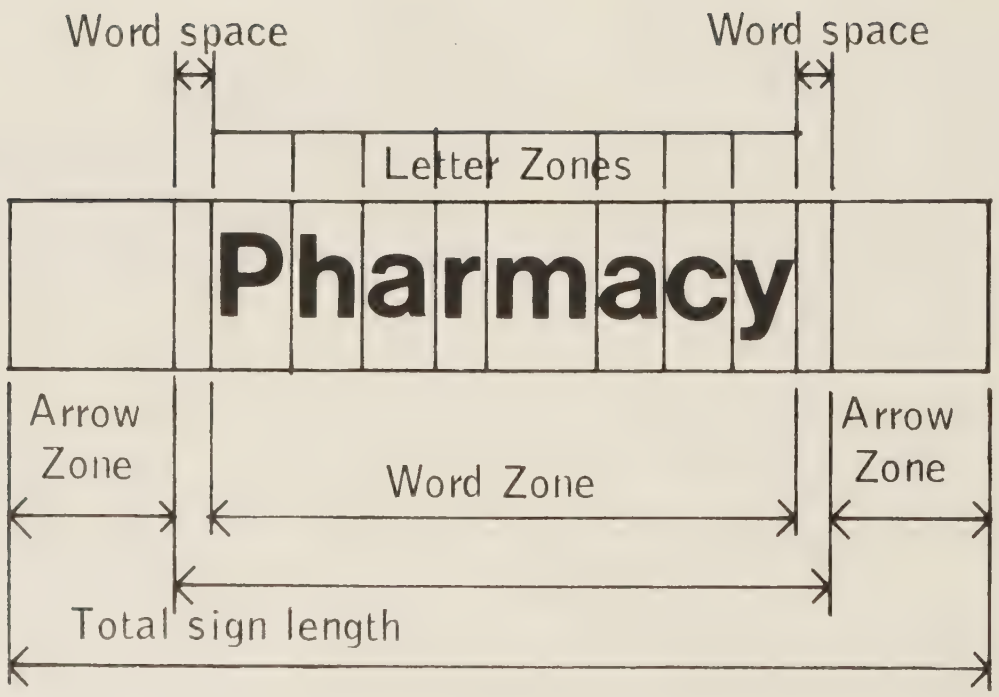
All signs supplied use the Health alphabet.

Illustrations of the alphabet are given in the following pages.

The system uses a tile - one for each letter and arrow. The tile widths are the guide for spacing letters.

A word space is used to space out two adjoining words, or a word and an arrow, numerals etc.

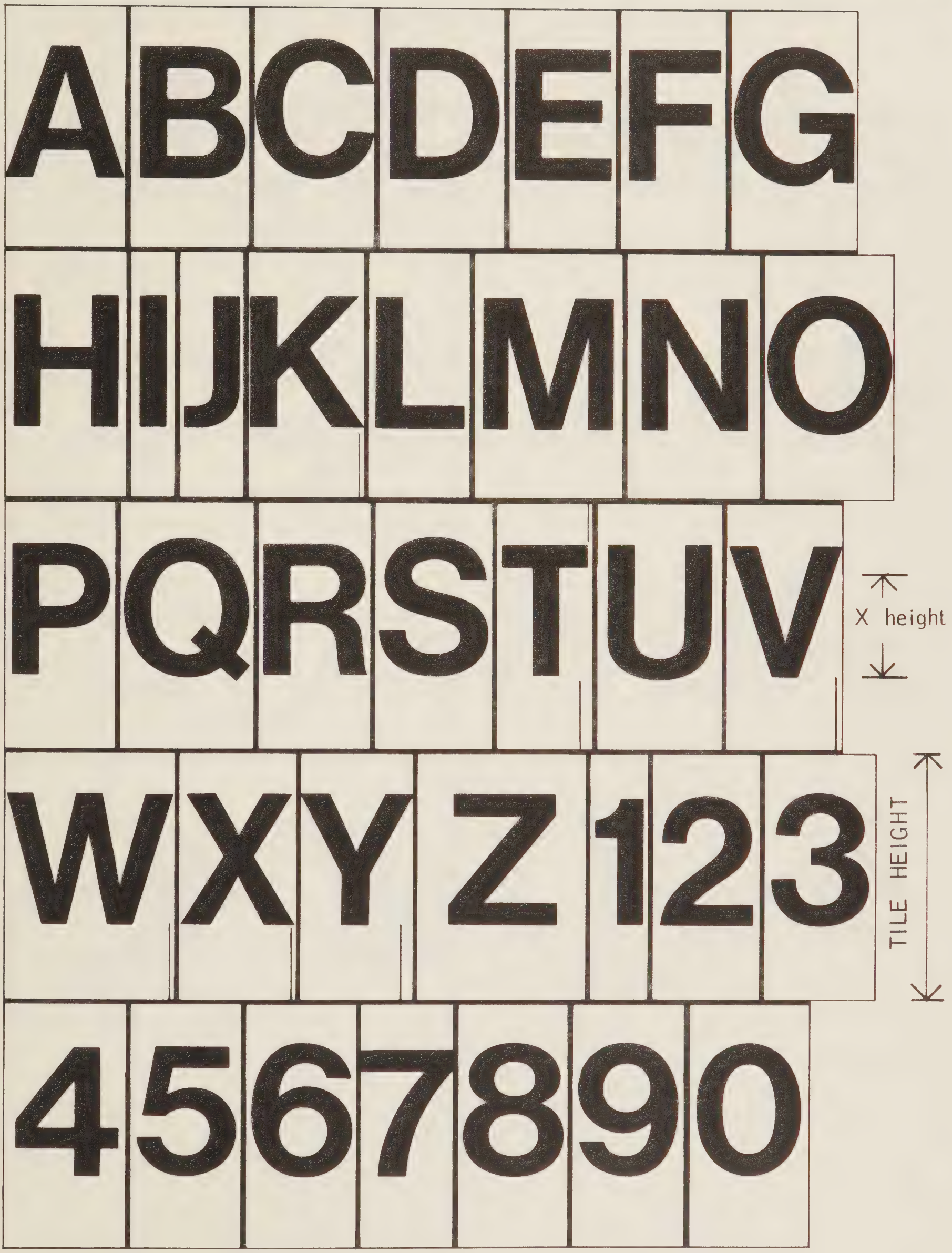
The height of letters is referred to by stating the x-height, which is the height of lower case letter.



Note: Tile lines are shown here for clarity only. They do not appear on the finished sign.

Health alphabet

13



Height of lettering given by X height as shown

14

Health alphabet lower case and numerals

Height of lettering given by X height as shown

Directional arrows
use

15

Arrows are used to convey directions.

Up or straight on.

Left

Down

Right

Down left or sharp left.

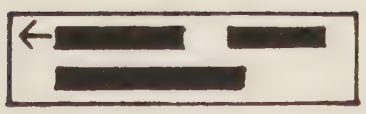
Up left or half left.

Down Right or Sharp Right.

Up Right or half Right.

Preceding Information

Single depth sign



Double depth sign

Following Information

Single depth sign

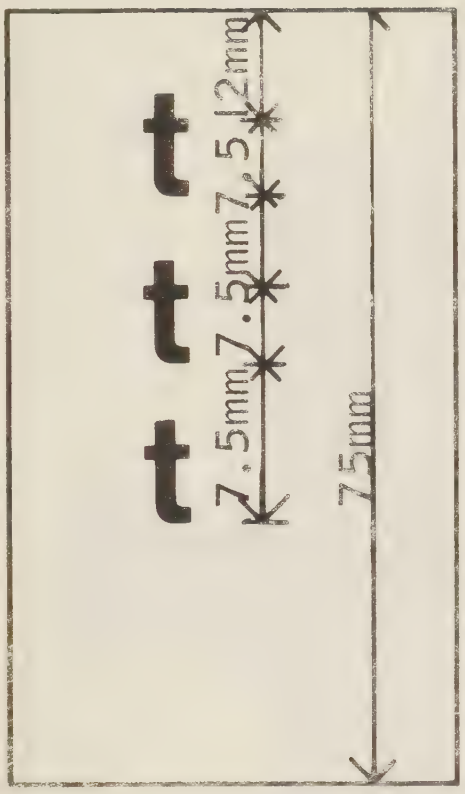
Double depth sign

Planks dimensional discipline

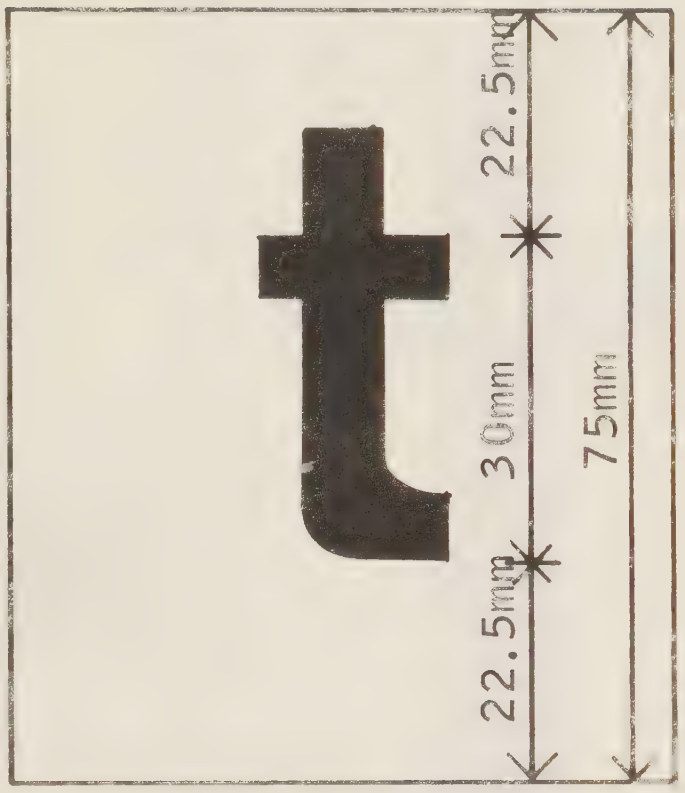
plank depth	Plank type and lenth											
	40mm	110mm	150mm	500mm	for internal 800mm	direction sign 1200mm	for external use 1800mm	up to 2400mm
75mm								
	A	B	C	D				
100mm								
					F			
150mm								
				E		H,I		
200mm								
					G			
225mm								
							K	
300mm								L

for identity sign

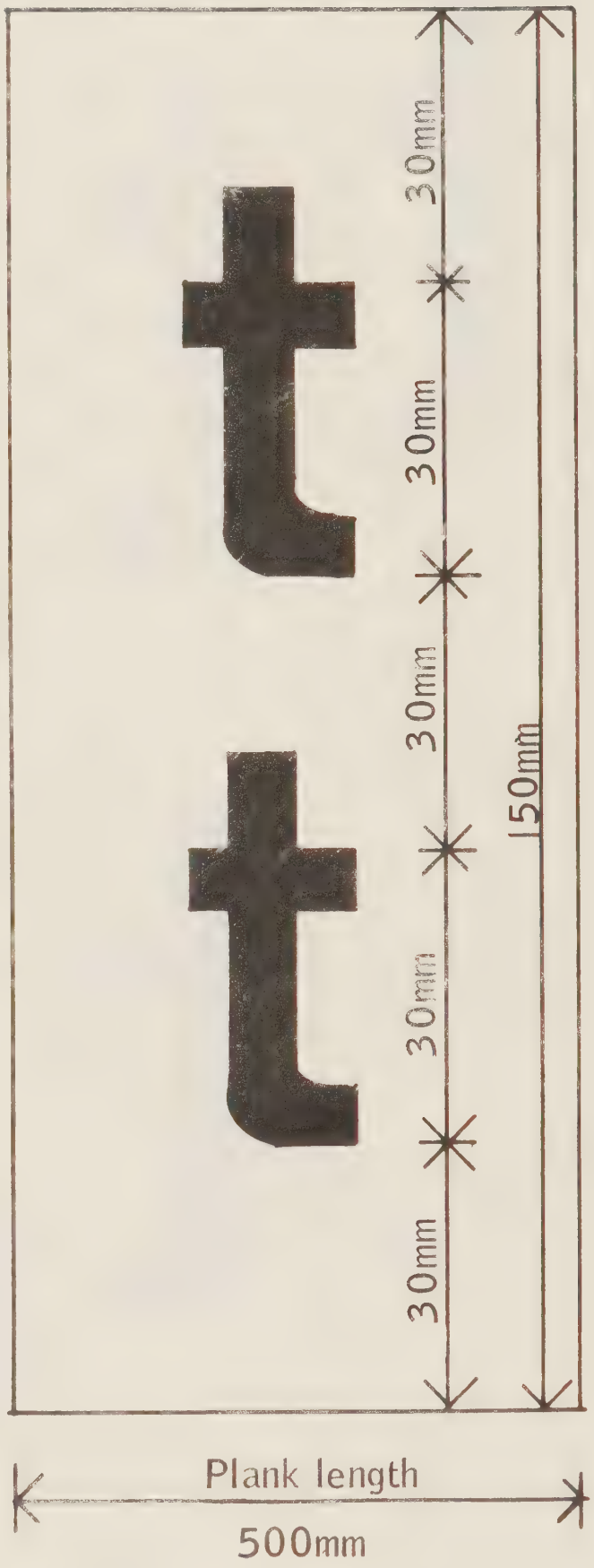
Lettering dimensional discipline



IDENTITY SIGN TYPE
A & C



IDENTITY SIGN TYPE
D

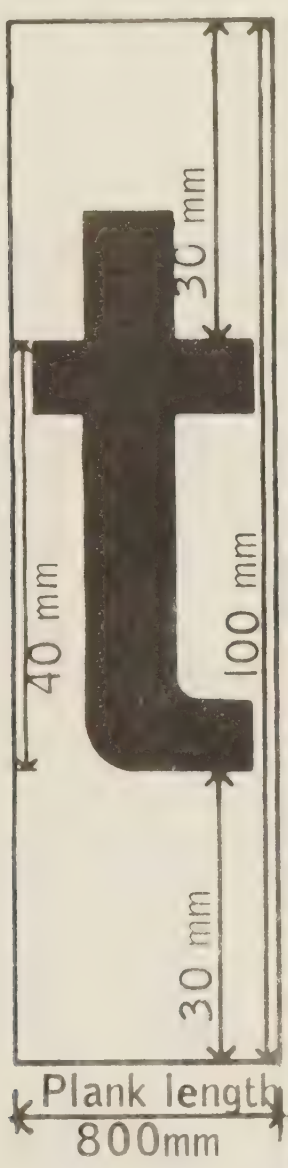


IDENTITY SIGN TYPE **E**

This figure shows the range of dimensions required and the size of the letters which shall be used with signs type **A C D & E**
For sign see figure 1.

18

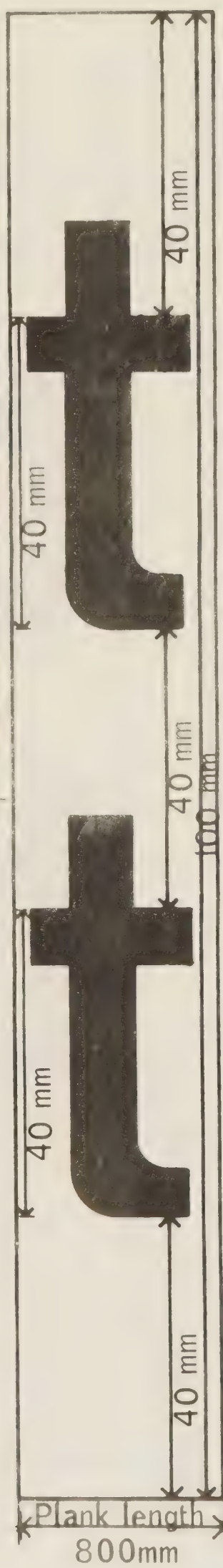
Dimensional discipline lettering



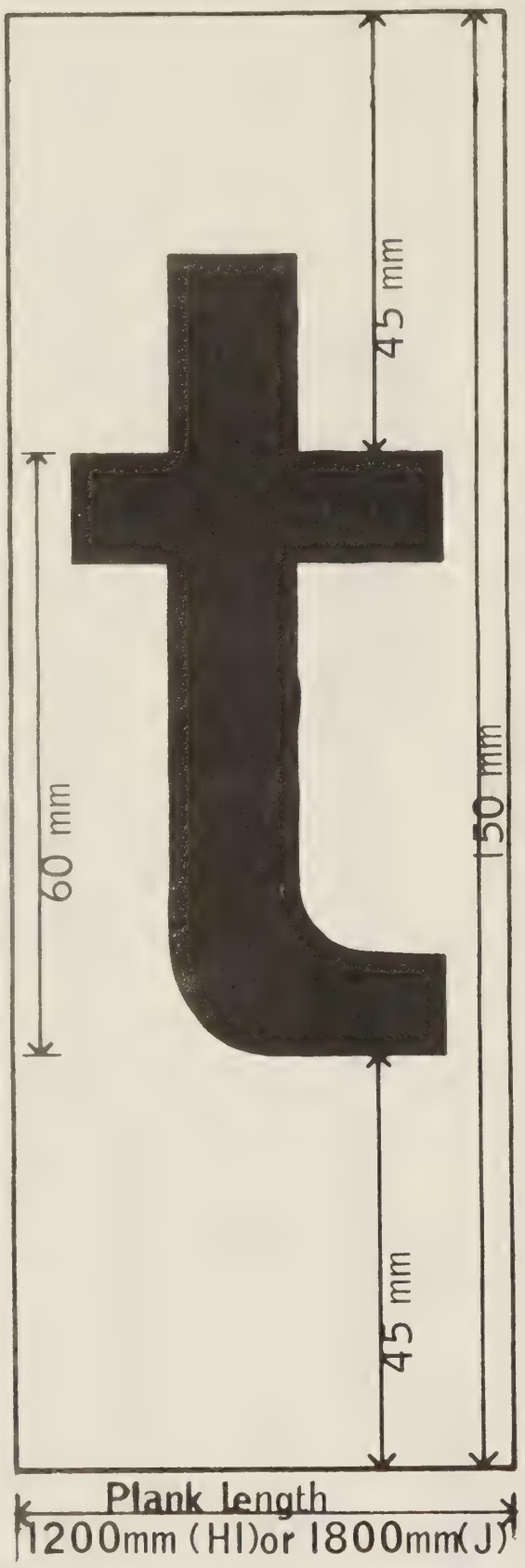
INTERNAL SIGN TYPE **F**

NOTE:

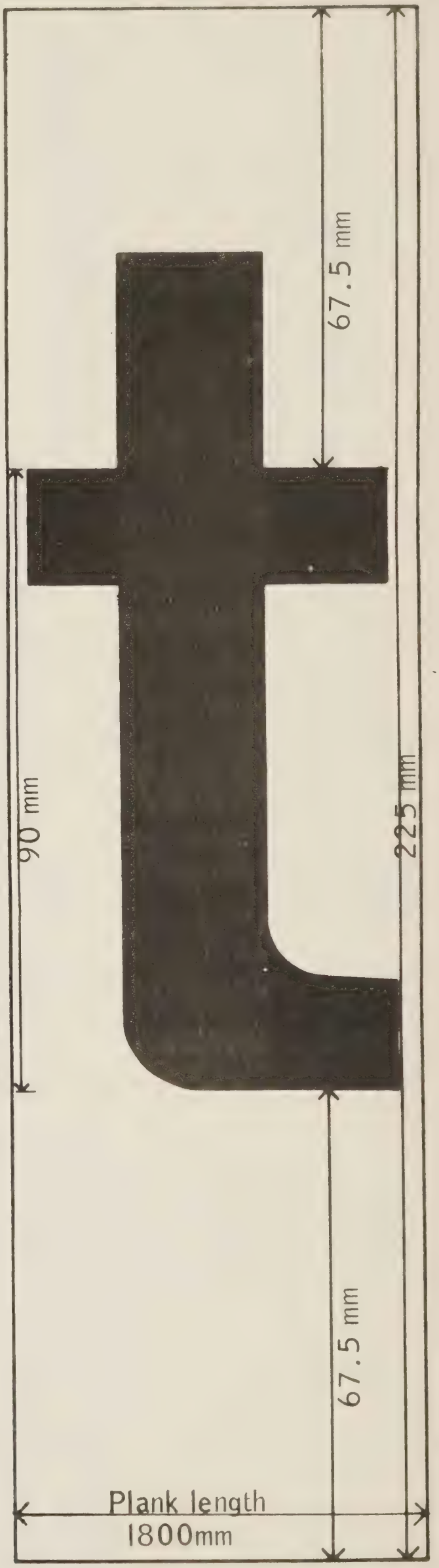
All letters are shown full size.



INTERNAL SIGN TYPE **G**



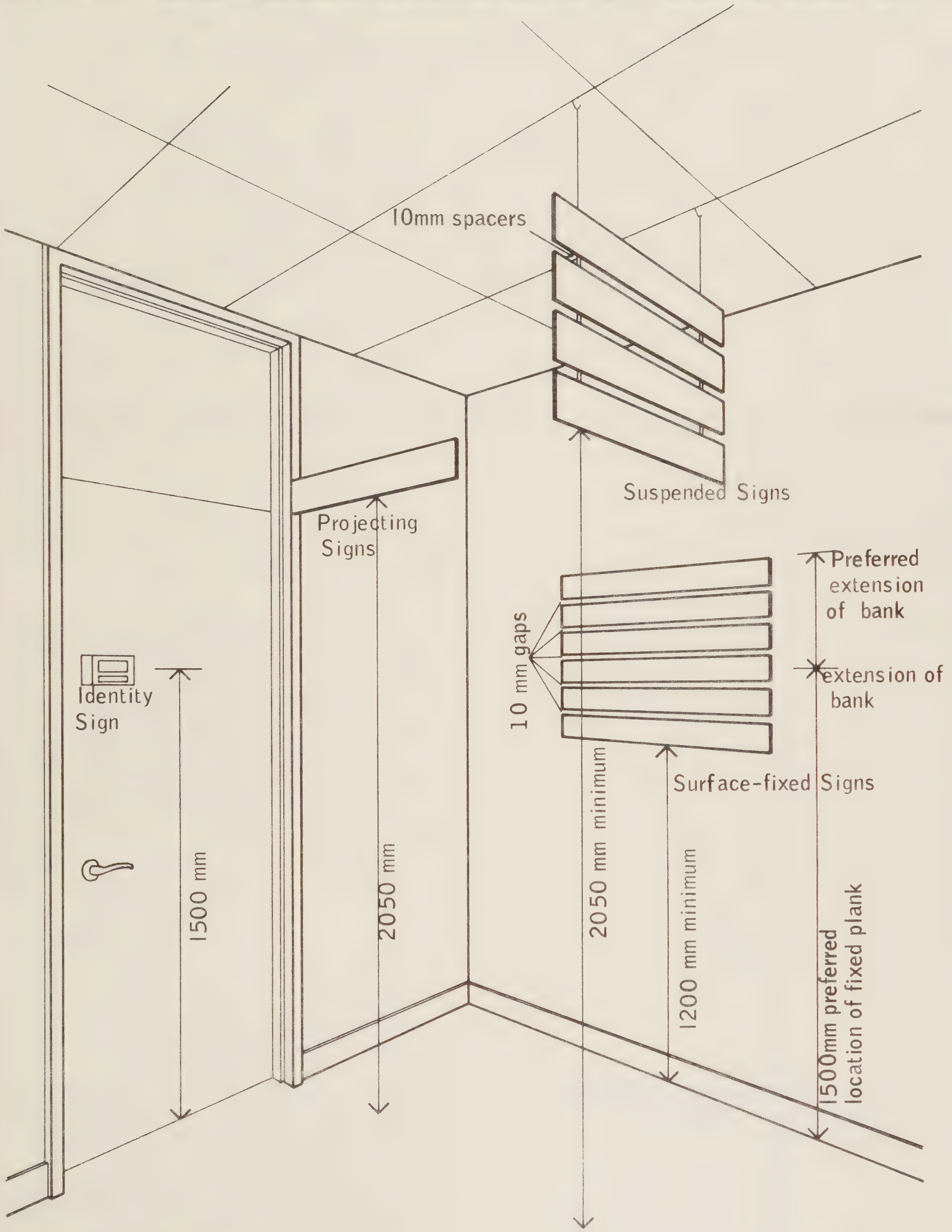
INTERNAL SIGN TYPE **H** AND EXTERNAL SIGN TYPE **I & J**



EXTERNAL SIGN TYPE **K**

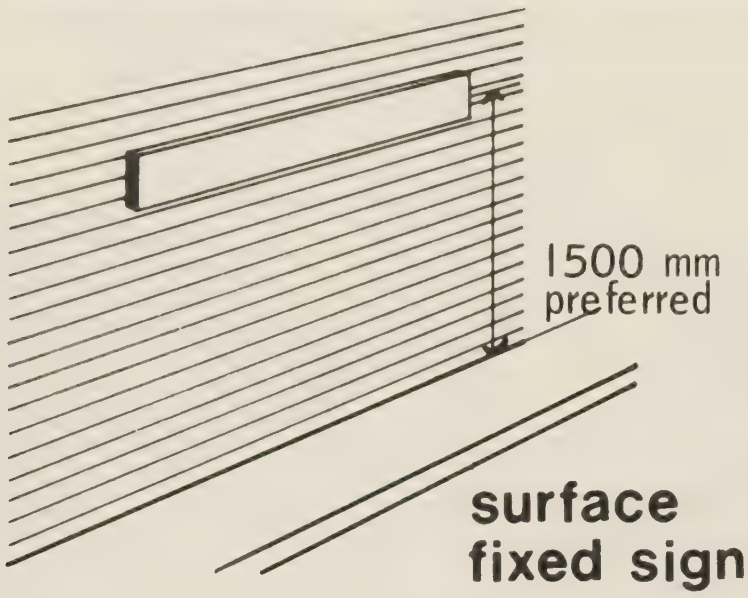
Internal signs fixing heights

19

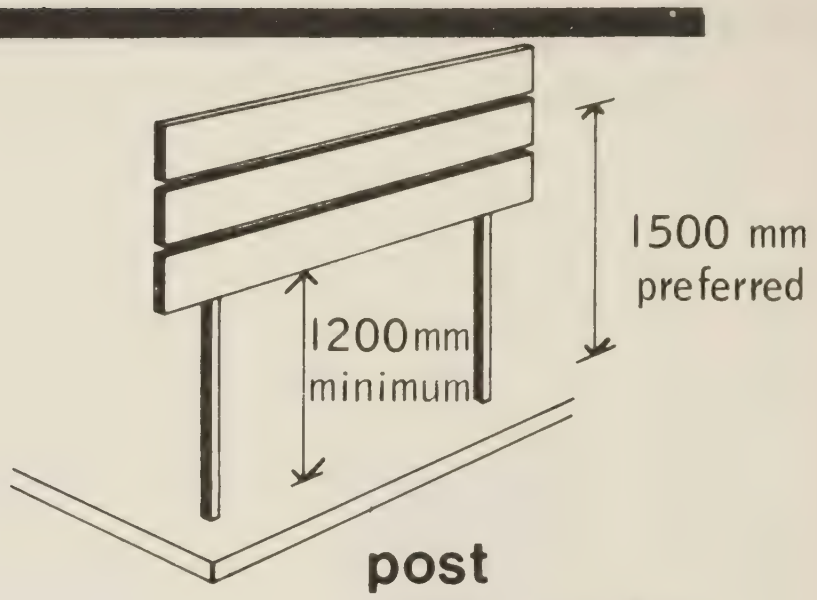


20

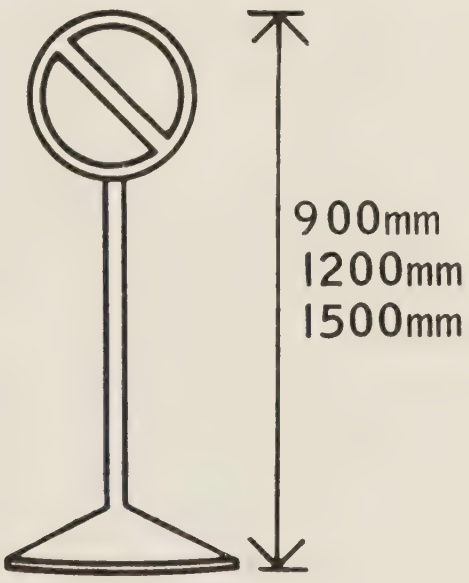
External signs fixing heights



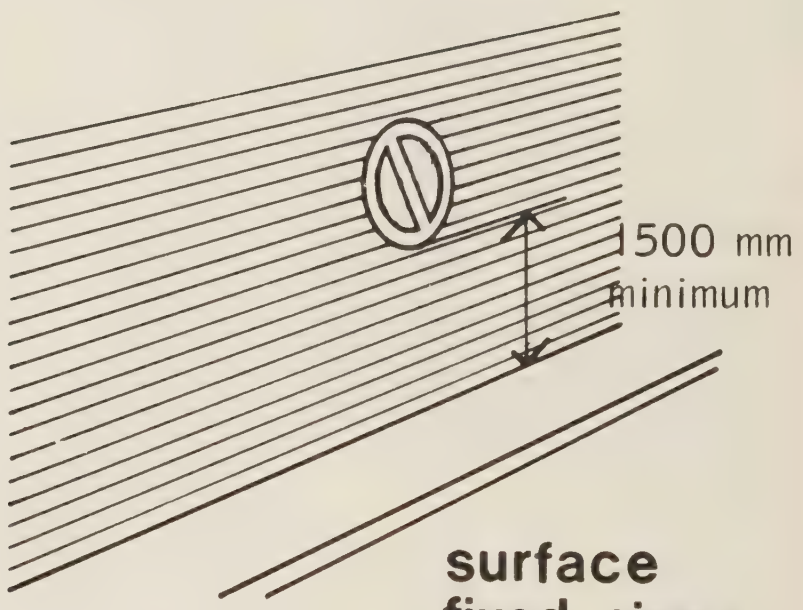
surface fixed signs



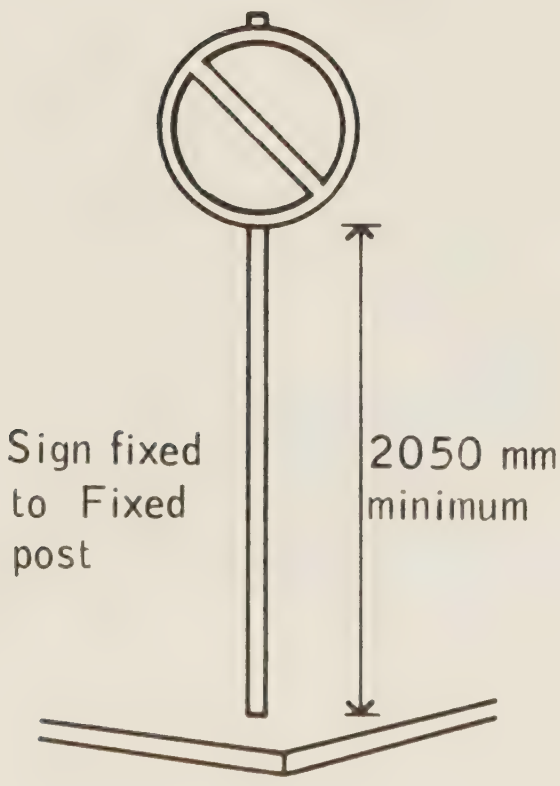
post fixed signs

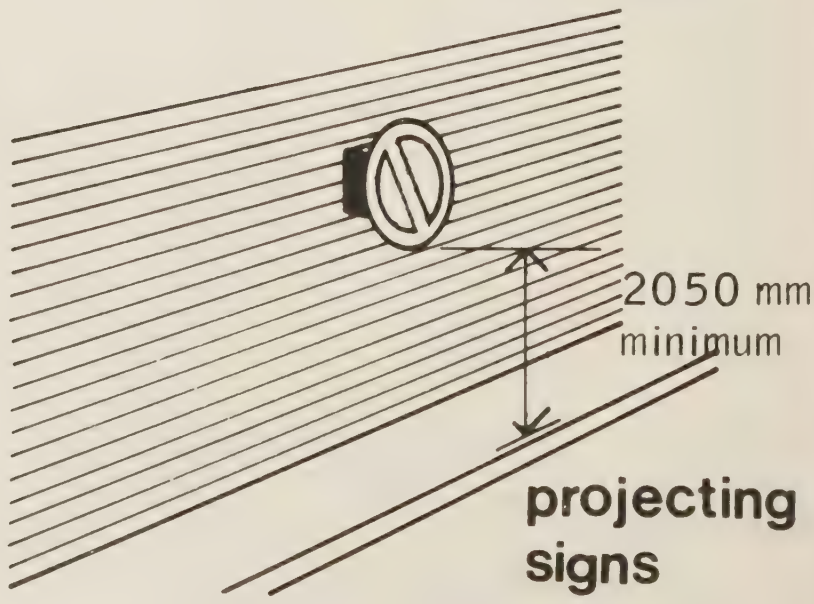


Sign fixed to movable post



surface fixed signs



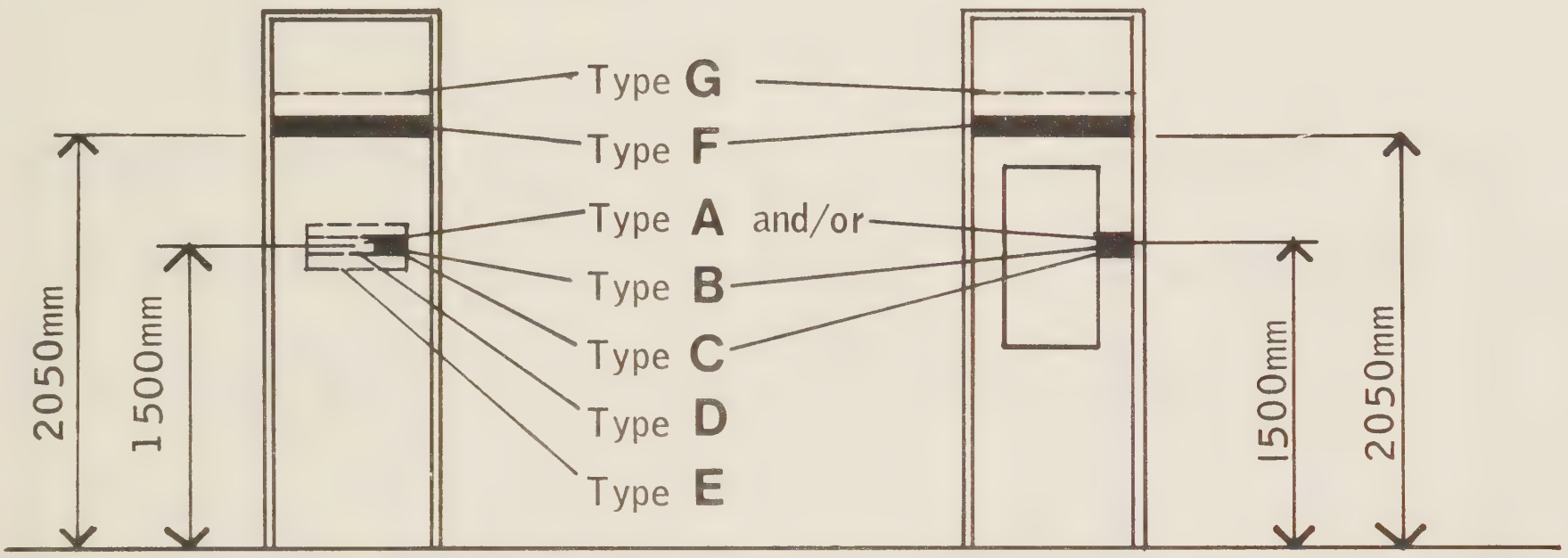


projecting signs

Traffic Signs

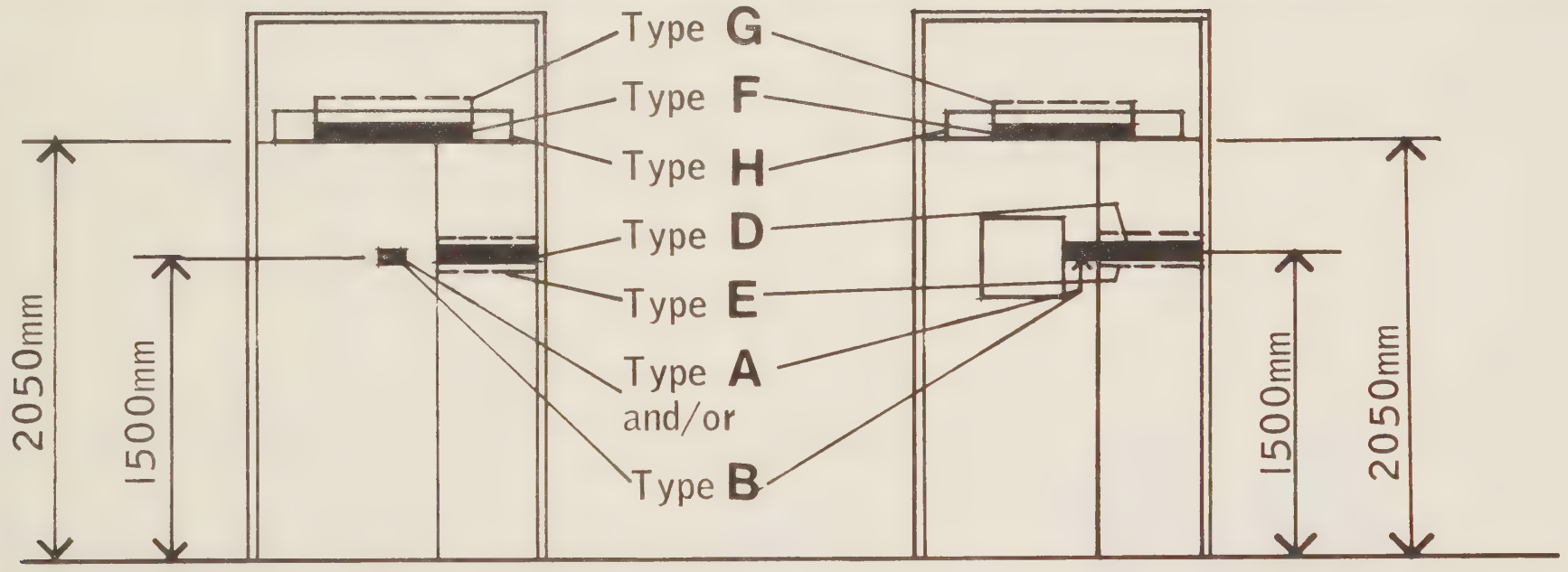
Dimensional discipline door fixed signs

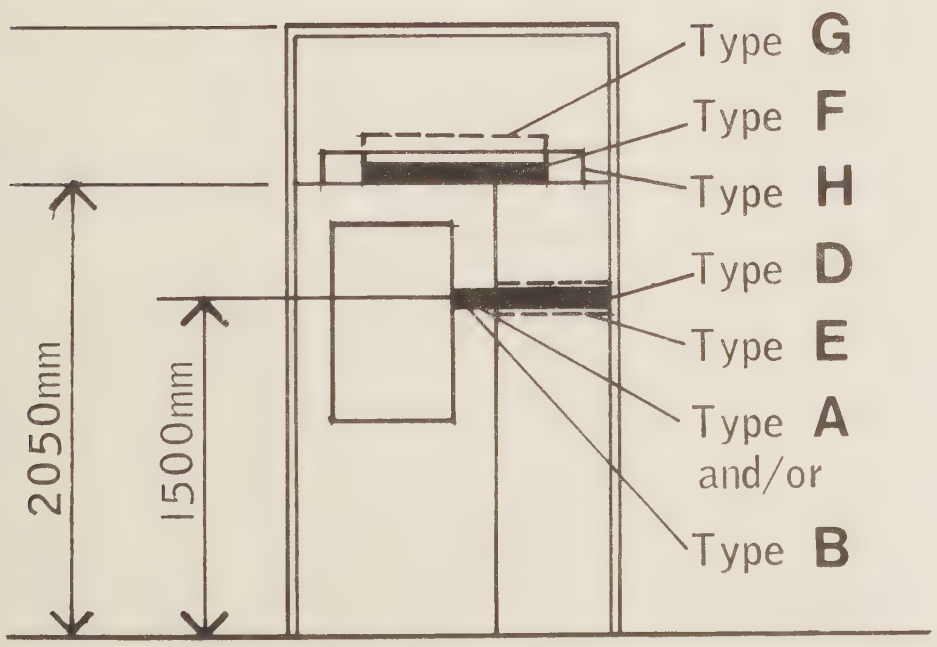
The following illustrations show use of identity and directional sign types with door sets.



NOTE: TYPES **G** AND **F** CANNOT BE USED ABOVE 700mm LEAF.

SINGLE DOORS

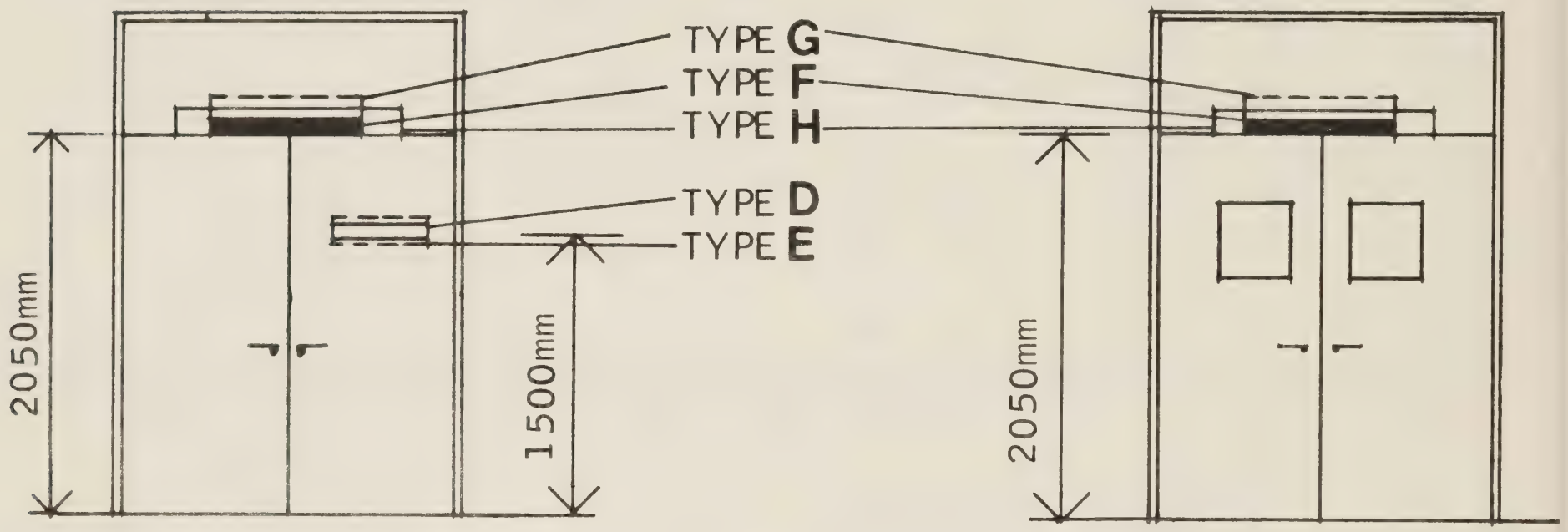


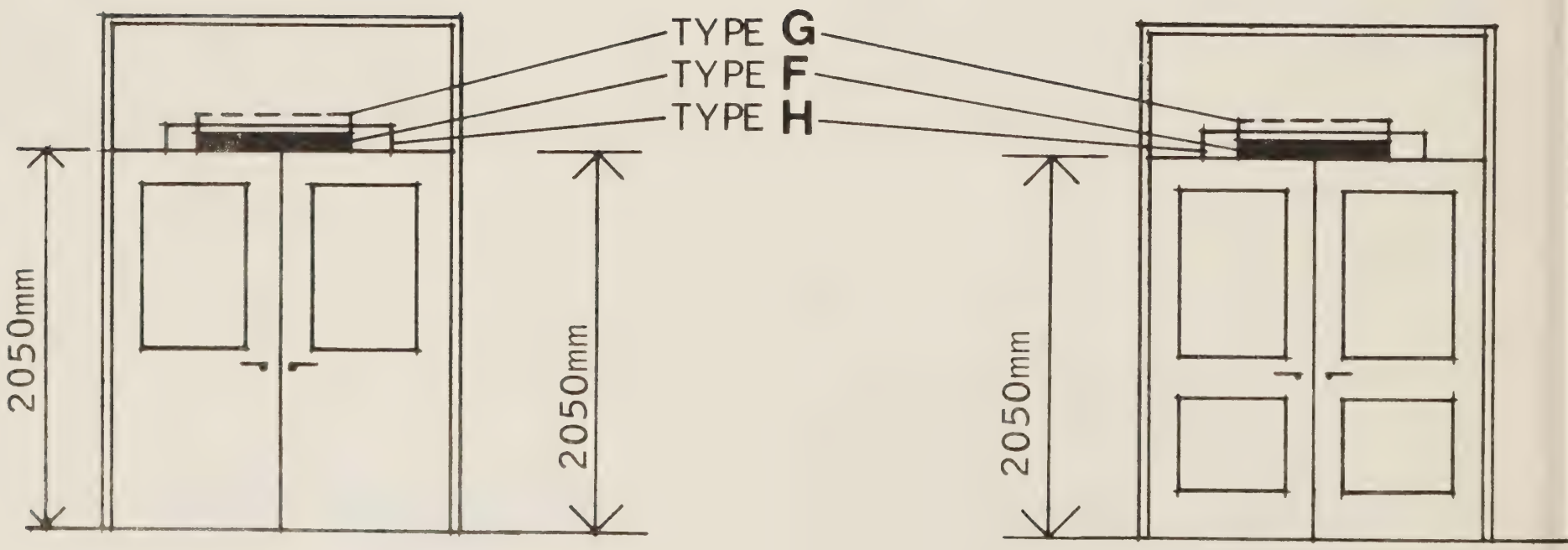


DOOR & A HALF

22 Dimensional discipline door fixed signs

The following illustrations show use of identity and directional sign types with door sets.



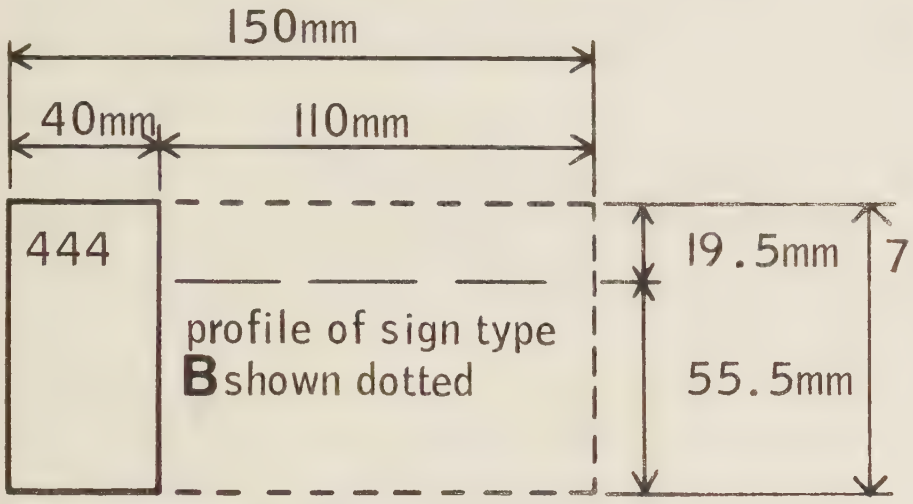


DOUBLE DOORS

Sign layout internal identity signs

23

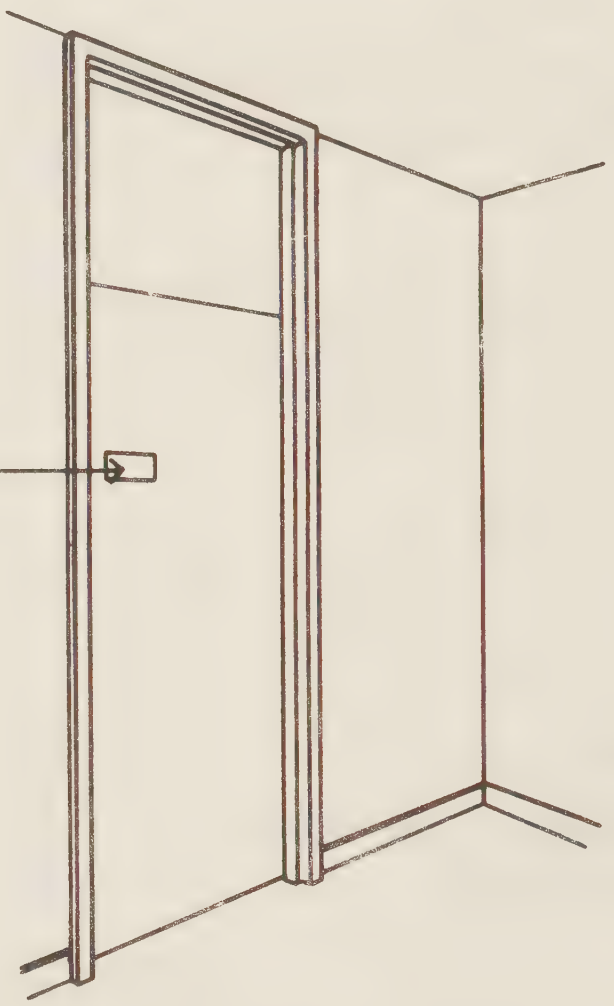
The following figures show internal identity signs generally for use on or adjacent to doors.



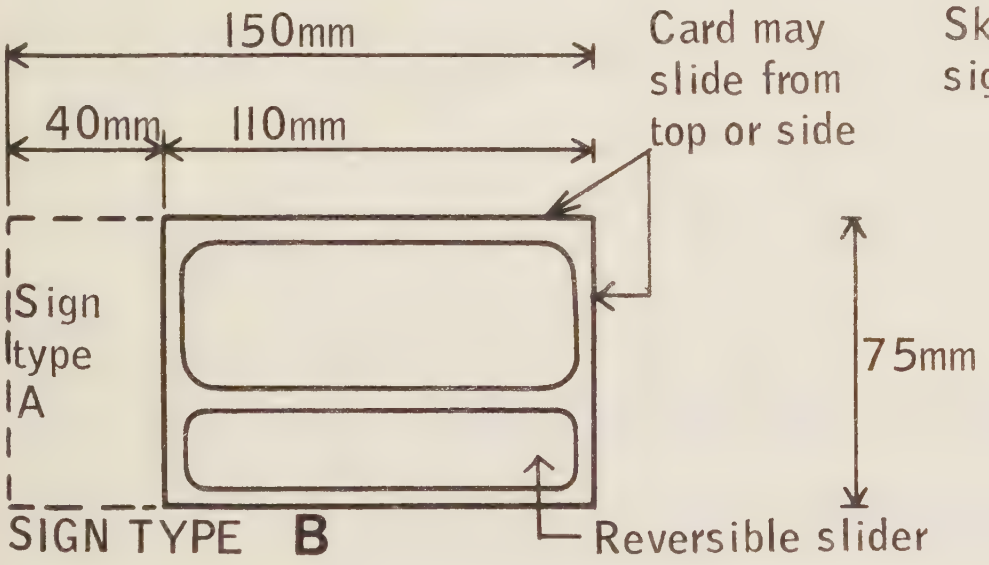
SIGN TYPE **A**

Room number plate

This sign is designed to display room numbers and should generally be used adjacent to sign **B** or **C**.



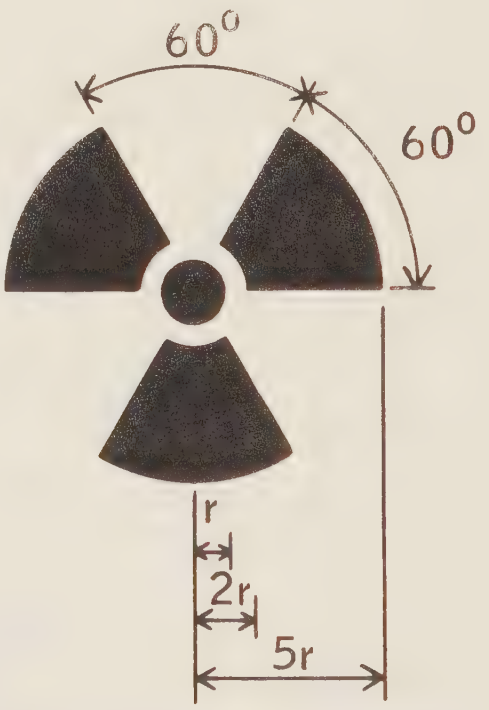
Sketch showing use of internal identity sign on door



SIGN TYPE **B**

Card holder with a slider

This sign is designed as a card holder with a reversible slider. The reversible slider has white letters on red background, the reverse side of the slider is plain white.



Symbol to indicate Radiation Hazard. Colours - The areas above shaded are coloured black. The symbol is on a yellow background, colour No. 309 of B.S.381C of sufficient area for it.

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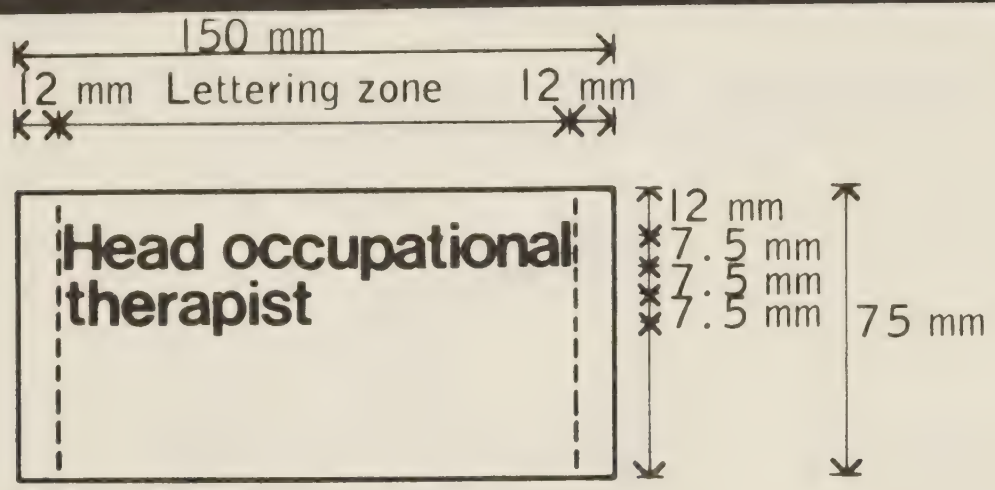
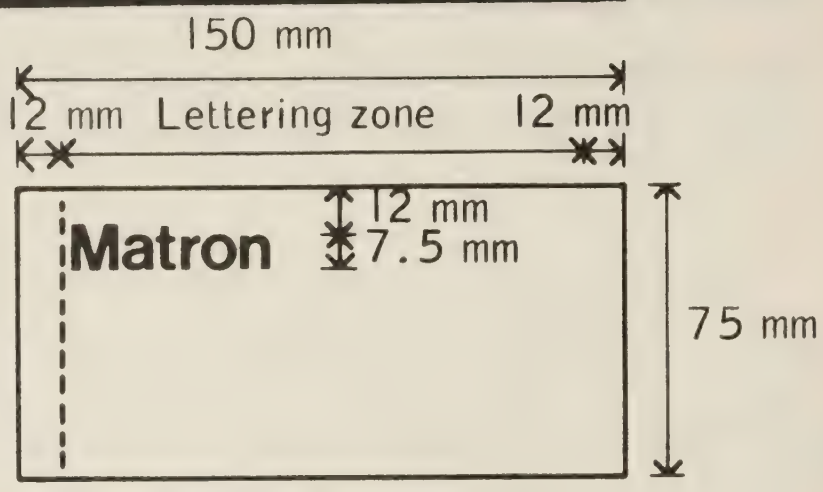
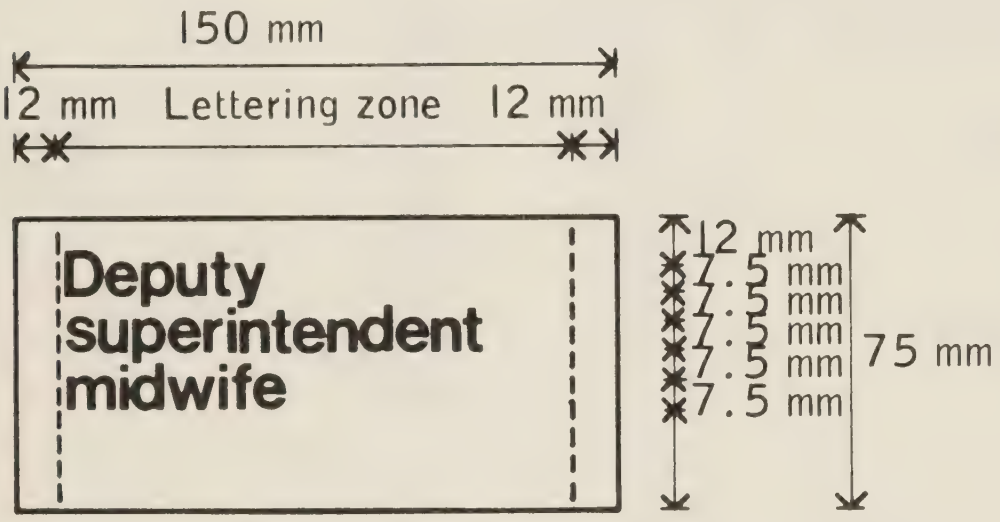
Sign layout internal identity signs



Sign type **C** with two lines of information

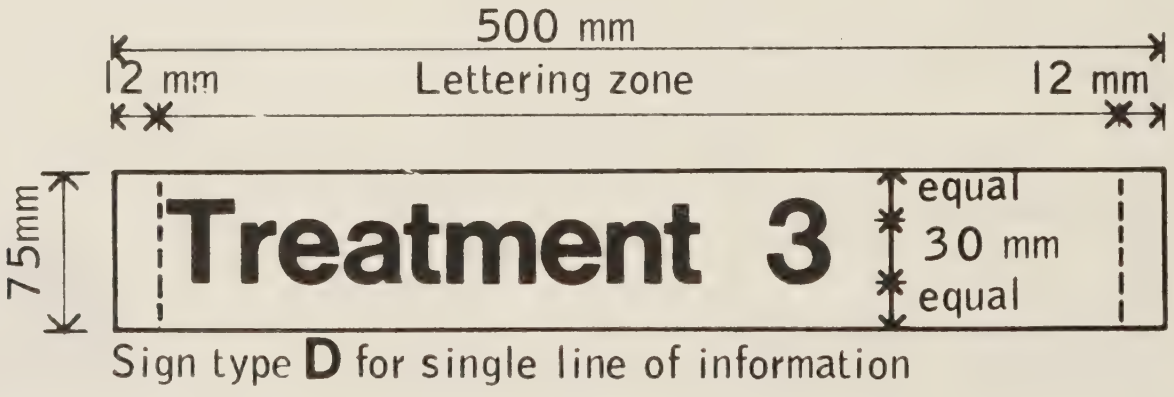


Sign type **C** with single line of information



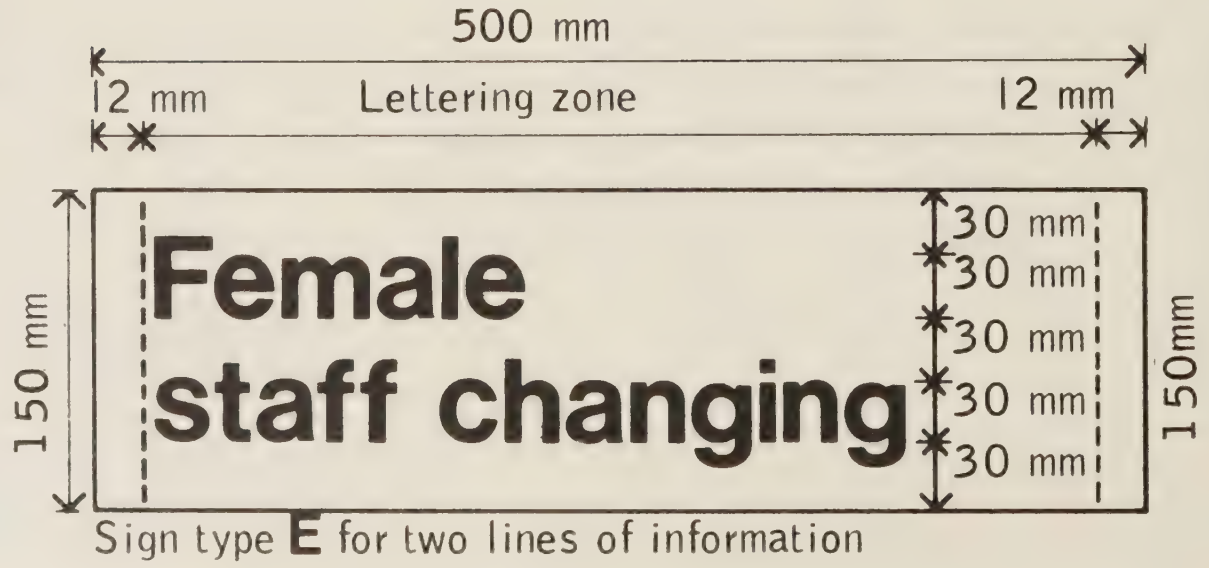
Sign type **C** with three lines of information

Sign type **C** is designed to be fixed to doors.



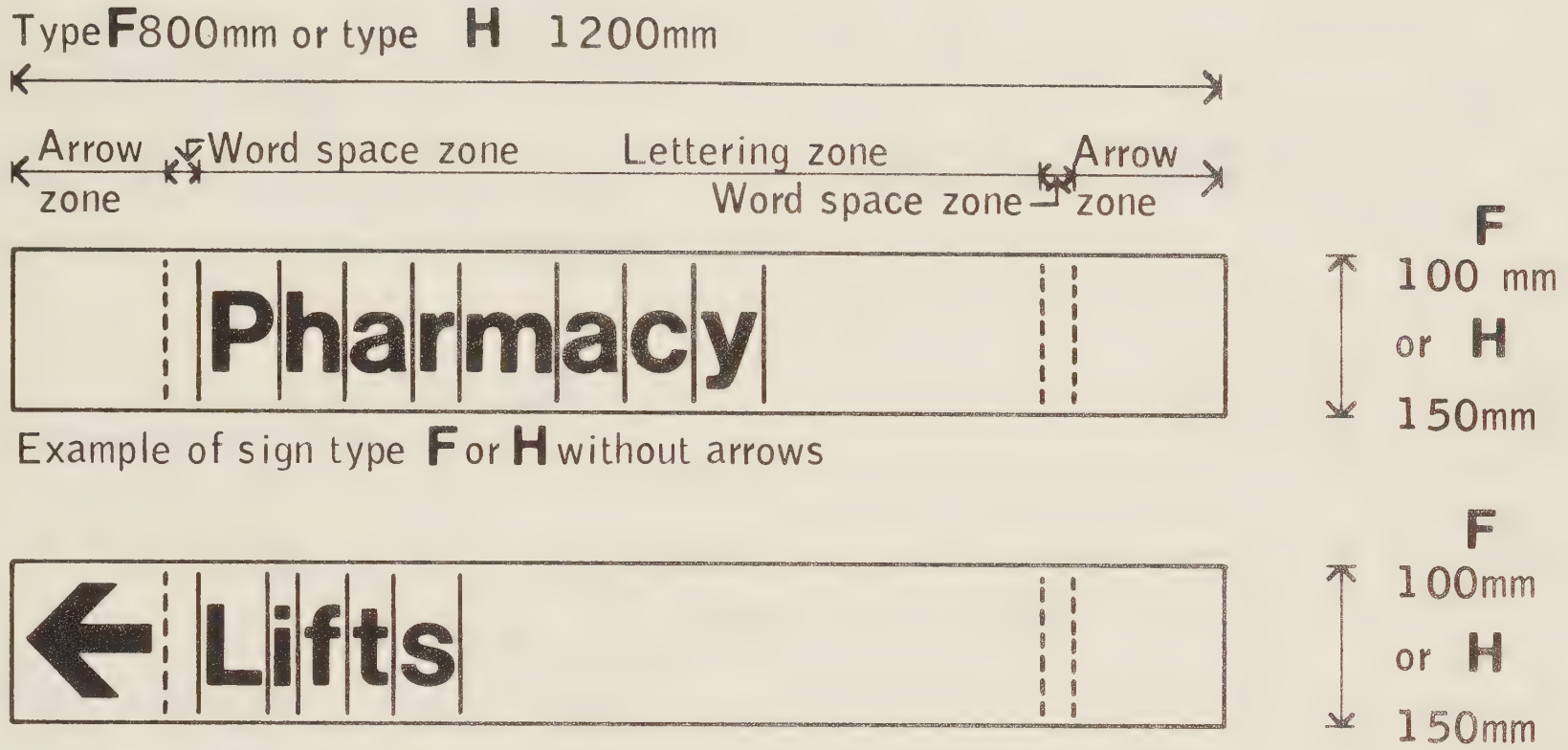
Sign type **D** for single line of information

Signs Type **D** and **E** are designed for use on doors or adjacent surfaces, or as projecting signs.



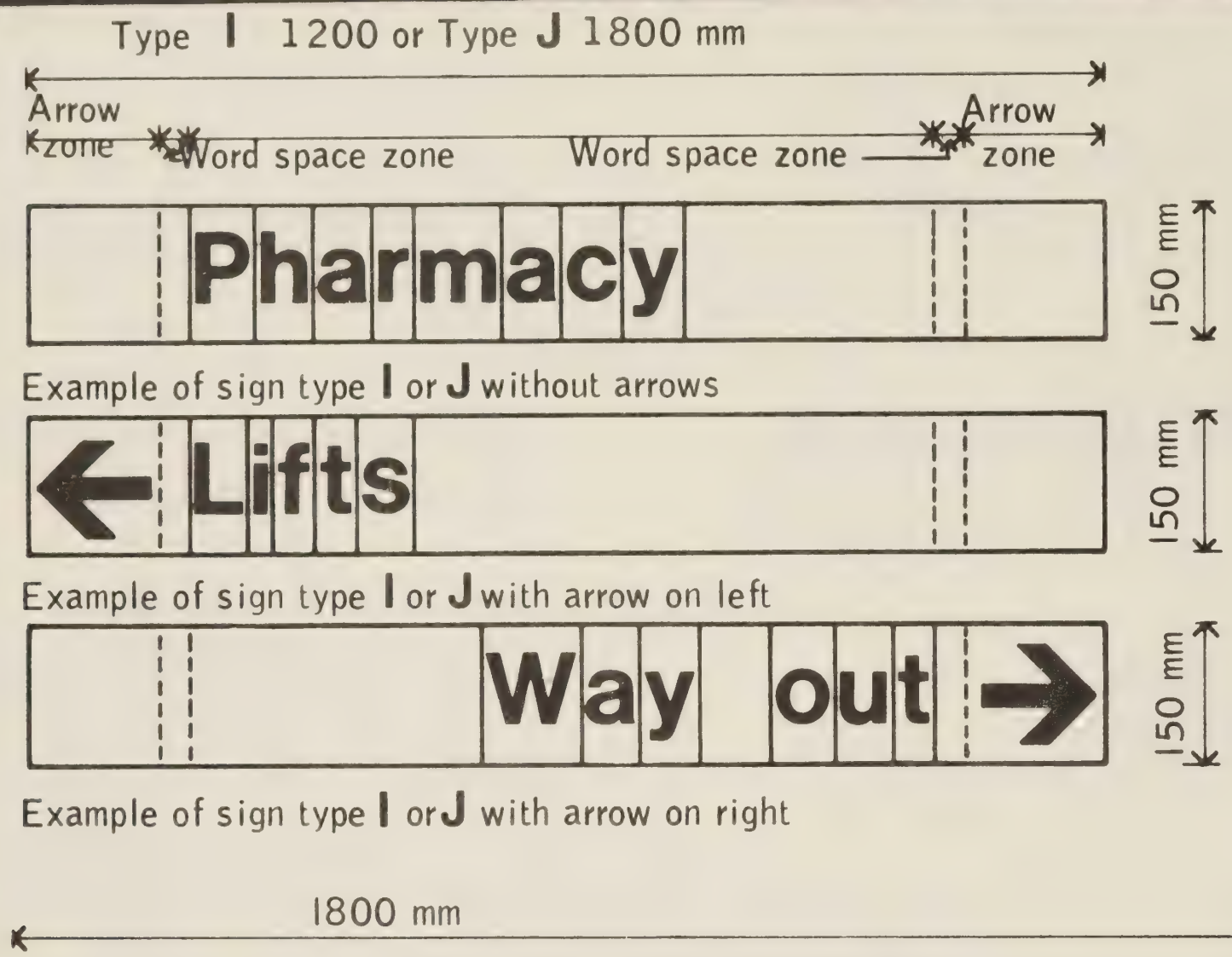
Sign type **E** for two lines of information

Sign layout internal direction and location signs



26

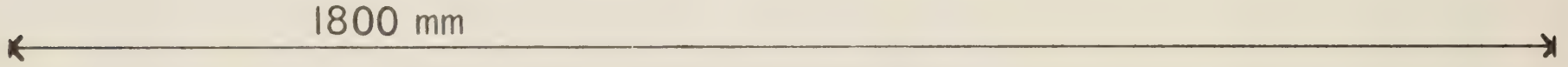
sign layout, internal direction and location signs

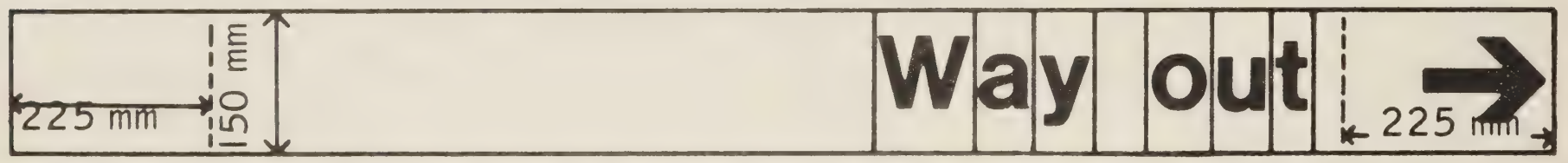


Example of sign type **I** or **J** without arrows

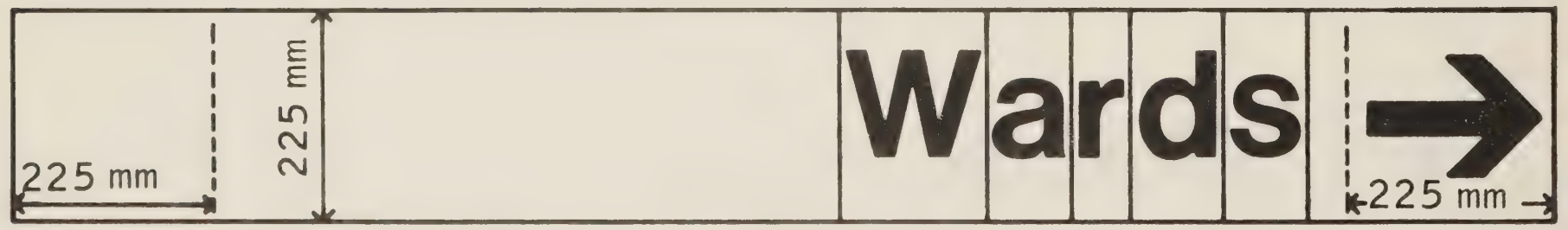
Example of sign type **I** or **J** with arrow on left

Example of sign type **I** or **J** with arrow on right

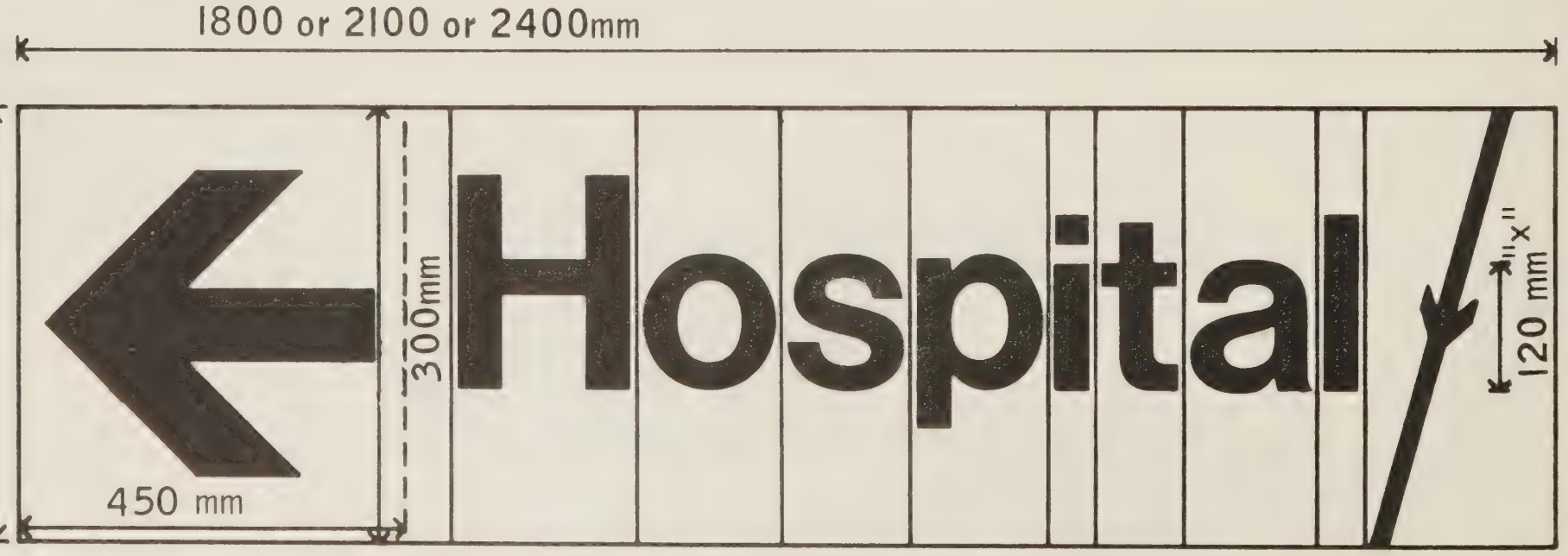




Example of sign type **J** when used with sign type (note width of arrow zone)



Example of sign type **K** (Generally used for health building name, etc.



Example of sign type **L** (Used exclusively for Health building names)

This sign may be "doubled up" if required. (See page 7)

Traffic signs

27

The following pages show the Department of the Environment traffic signs. A selection of these signs is given here for helath buildings. All traffic signs are available with reflective or non-reflective surfaces.

The D.O.E. reference numbers are given in the bracket thus : (530).
A brief description of the message is also given under each sign.

Traffic signs are for surface fixing, projecting fixing (except 735, and 736), post fixing see page 11.

Two types of single post-fixing systems are available - one for letting into the ground and the other is movable. The movable post is supplied complete with base and is for use with one $10\frac{1}{2}$" diameter sign only.

Recommendation for metric traffic signs are currently being prepared and implemented by the D.O.E.

The user should, in the first instance, refer detailed enquiries regarding sizes to the D.H.S.S.

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Traffic signs

D.O.E. REFERENCE NUMBERS are given in brackets.

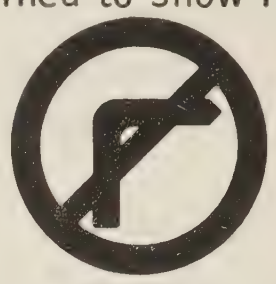
(530) 24" Deep
Height limit

(601) 30" Dia.
At major road

(606) 24" or 10½" Dia.
Proceed in direction indicated by arrow
(can be turned to show right)

(609) 24" or 10½" Dia.
Turn left ahead
(arrow showing right also available)

(610) 24" or 10½" Dia.
Keep left



(612) 24" Dia.
No right turn

(613) 24" Dia.
No left turn.

(614) 24" Dia.
No U turn

(615) 24" Dia.
Priority to vehicles from the opposite direction

(616) 30" or 10½" Dia.
No entry

(619) 24" Dia.
All motor vehicles prohibited

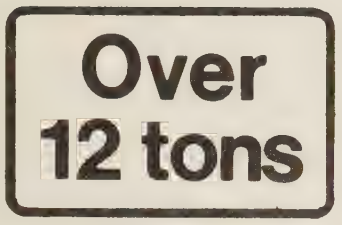
(624) 16" Dia.
Cycles and Mopeds prohibited

(626) 24" Dia.
Laden weight limit

(629) 24" Dia.
Width limit

(630) 24" Dia.
Speed limit

Traffic signs



(631) 21" x 14"
Laden weight limit
Plate for use with
speed limit signs

(636) 10½" or 20" Dia.
No waiting

(642) 24" Dia.
No stopping

(735) 36" x 12"
(sign pointing right
also available)
(not available for
projecting fixing)

(736) 31¼" x 12"
(sign pointing right
also available)
(not available for
projecting fixing)

(801) 20" sq.
Parking place

(809) 18" x 12"
One way traffic

(810) 18" x 12"
One way street
(arrow showing right also
available)

(833) 24" x 18"

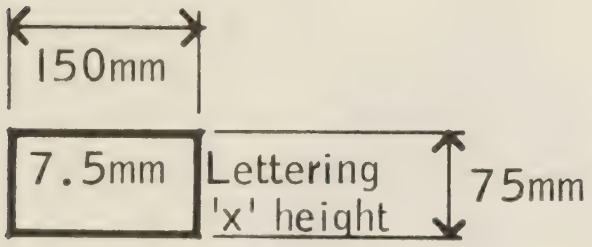
(834) 24" x 18"

(835) 24" x 18"

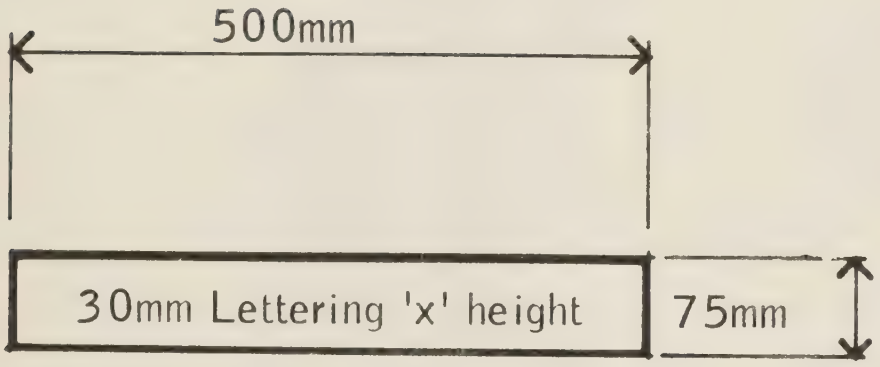
(836) 24" x 18"

30

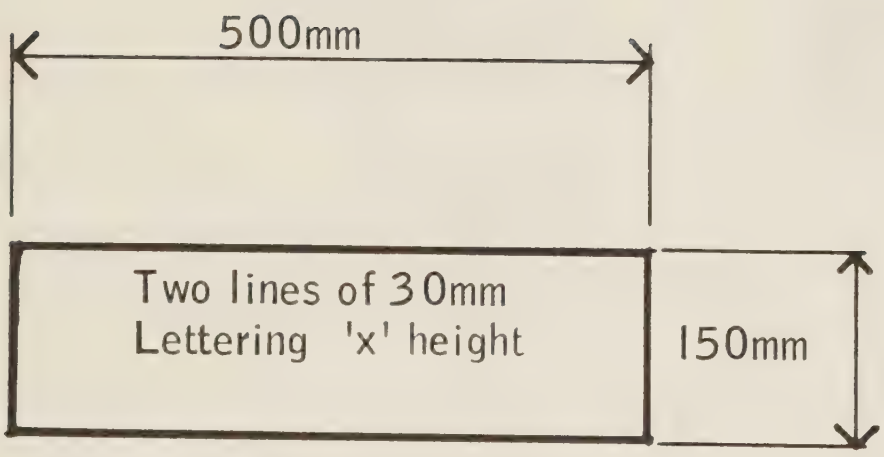
Internal identity signs



Sign type **C**



Sign type **D**



Sign type **E**

The following preferred words are for use with signs type **C, D** and **E** Unless otherwise stated all preferred words are presented in a single line on sign types **C** and **D** in <u>two</u> lines on Sign **E**

\+ indicates words in two lines on sign type **C**.

ø indicates words in <u>three</u> lines on sign type **C**.

* indicates sign type **D** not suitable for length of words. Use sign type **C** or **E**.

≠ indicates sign **D** or **E** not suitable for length of words. Use sign **C** only.

Words <u>underlined</u> indicate grouping of words in two lines of information on sign type C and E or three lines on sign type C.

Correct

Joinery and
metalwork

Incorrect

Joinery
and metalwork

Preferred words internal identity signs

31

PREFERRED WORDS
(white letters on grey planks)

A.
A, B, C, etc.
Admissions
Ambulance drivers*
Anaesthetic (1), (2), etc.
Anaesthetists
Appliances
Assistant secretary*
Assistant tutor
Attendant

B.
Balances
Bath
Blood bank
Blood donors
Board room
Boys

C.
Cardiography
Catering clerk
Catering officer
Centrifuge
Changing room
Changing (1), (2), etc.
Chaplain
Charge nurse
Chef
Chief pharmacist*
Children's waiting*
Chiropody
Chromatography ≠
Classroom
Classroom (1), (2) etc.
Clinette
Cold room
Committee room*
Conference
Containers
Cooling room
Crafts
Cytodiagnosis

D.
Darkroom
D.D.A.
Demonstration

PREFERRED WORDS
(white letters on grey planks)

D
Dental laboratory*
Departmental sister*+
Deputy matron
Deputy midwife teacher*+
Deputy secretary*
Deputy superintendent midwife ϕ ≠
Dietitian
Diet store
Dining room
Discussion (A), (B), etc.
Dispatch
Dispensary
District midwife
Doctor
Doctors' staff room*
Domestic Staff
Domestic superintendent*+
Dry goods
Duplicating

E.
E.E.G.
Engaged
Equipment
Electrical Hazard (Red background)

F.
Female changing room*+ ϕ ≠
Female staff changing*+ ϕ ≠
Female staff room*+ϕ ≠
Finance
Fire exit
Flammable store*
Flowers
Fire door (Red background)

G.
Girls
Group therapy
Gymnasium

H.
Head occupational therapist ≠ +
Head porter
Head psychiatric social worker ≠ +
Head technician*
Health visitor
Hearing tests

32 Preferred words internal identity signs

H
Home sister
Hospital secretary *
Hot room
Housecraft
Hydrotherapy

I.
Interview
Isotopes

J.
Joinery and metalwork *+

L.
Laboratory
Laboratory (1), (2), etc.
Laundry
League of friends *
Lecture hall
Librarian
Library

M.
Male changing room *+
Male staff changing *+
Male staff room
Manager
Meat store
Men
Menu board
Midwife
Midwifery
Midwife teacher
Milk kitchen
Mothercraft

N.
No smoking
(Numbers) 1, 2, etc.
Nurses
Nurses staff room *

O.
Optician
Orderlies
Orderlies staff room *+
Orthoptist
O.T. store

P.
Paint room
Pathologist
Patients laundry *
Patients reception *
Photomicrography ≠
Physiotherapist
Plaster room
Poisons
Pool
Porter
Practice (A), (B), etc.
Prams
Preparation (1), (2), etc.
Prescriptions
Principal psychologist *+
Principal tutor
Provisions
Public health laboratory *+

Q.
Quiet room

R.
Radiation hazard (with radiation symbol and yellow background)
Records
Records officer
Records reading room
Reference room ≠
Reporting (1), (2), etc.
Report to reception before leaving ≠ +
Returns
R.W.V.S.

S.
Scrub
Scrub (1), (2), etc.
Serology
Sewing
Shower
Sick bay
Sister
Sitting room
Social worker
Specimen cutting *
Speech therapy
Sports equipment
Staff
Staff dining
Staff library
Staff room
Staff quarters
Standby generator *
Sterile supplies
Stores
Storekeeper
Studio

Preferred words internal identity signs

33

S

Sunday services notice *+
Superintendent midwife *+
Superintendent physiotherapist *+
Superintendent radiographer *+
Supervisor
Supplies
Supplies officer
Supply (1), (2), etc.
Switches

T.

Telephone
Trace elements
Transfusion
Treatment
Treatment (1), (2), etc.
Tuberculosis laboratory *+

U.

Utility

V.

Vegtables
Virology
Visitors
Visitors' entrance *

W.

Waiting room
Warden
W.C.
Women
W.V.S. (see R.W.V.S.)
Workshop

Symbols:-

\+ indicates words in two lines on sign type C.

ø indicates words in three lines on sign type C.

* indicates sign type D not suitable for length of words. Use sign type C or E.

≠ indicates sign D or E not suitable for length of words. Use sign C only.

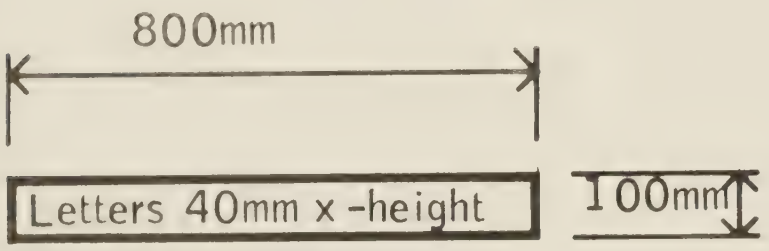
Words underlined indicate grouping of words in two lines of information on sign type C & E or three lines on sign type C.

Correct — Joinery and metalwork.

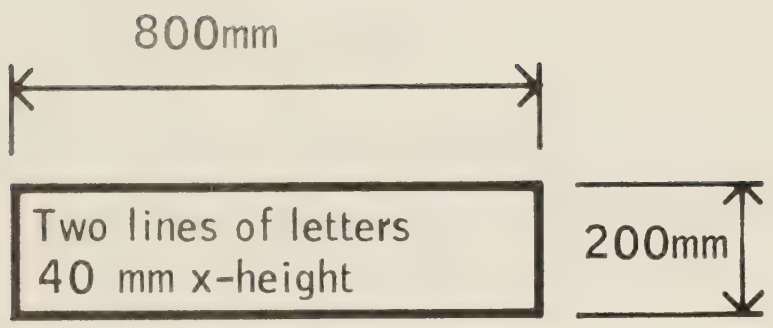
Incorrect — Joinery and metalwork

34

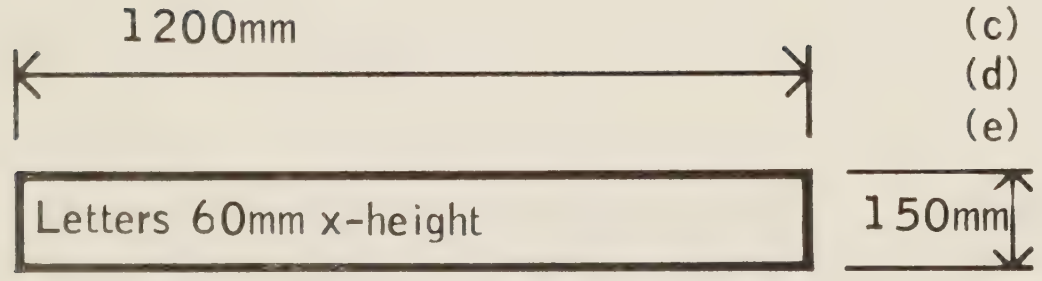
Preferred words internal direction and location signs



Sign Type **F**



Sign Type **G**



Sign Type **H**

The following preferred words are for use with sign type **F**, **G** and **H**. Unless otherwise stated all preferred words are presented in a single line on sign types **F** and **H** and in two lines on sign type

Symbol :-

* indicates sign type **F** and **H** not suitable for length of words.
Use sign type **G** only.

Words underlined indicate grouping of words in two lines of information on standard planks.

Correct — Patients and visitors

Incorrect — Patients and visitors

The planks are to be finished in any one of five coloures as follows:-

(a) Blue B.S. Reference 0.012
(b) Green B.S. Reference 0.010
(c) Grey B.S. Reference 9.101
(d) Red B.S. Reference 0.005
(e) Yellow B.S. Reference 309 - B.S.381C (for radiation hazard sign only)

Preferred words internal direction and location signs

35

	Preferred words (White letters on coloured planks)	plank colour
A.	Accidents	Red
	Administration	Grey
	Admissions	Green
	Ambulances	Red
	Animal house	Blue
	Ante-natal clinic	Green
	Appointments	Grey
B.	Basement	Grey
	Bacteriology	Green
	Bank	Grey
	Biochemistry	Green
	Boiler house	Blue
	Bulk store	Blue
C.	Cardiography	Green
	Car park	Blue
	Central supplies	Blue
	Changing rooms	Grey
	Chapel	Grey
	Chemical pathology*	Green
	Chest clinic	Green
	Children's clinic	Green
	Children's ward	Green
	Chiropody	Green
	Church	Grey
	Clinic A, (B), etc.	Green
	Clinics A-(C), etc.	Green
	Clinical biochemistry*	Green
	Clinical psychology*	Green
D.	Day hospital	Green
	Dental clinic	Green
	Dining room	Grey
	Dispatch	Blue
	Dispensary	Green
	Disabled persons	Grey
E.	E.E.G.	Green
	Emergencies	Red
	E.N.T. clinic	Green
	Entrance	Grey
	Enquiries	Grey
	Eye clinic	Green
E.	Electrical Hazard	Red
F.	Fifth floor	Grey
	Fire exit	Red
	First floor	Grey
	Flats (1-10), etc.	Grey
	Fourth floor	Grey
	Fracture clinic	Green
	Fire door	Red
G.	Ground floor	Grey
	Gymnasium	Green
	Gynaecological clinic*	Green
H.	Haematology	Green
	Hairdresser	Grey
	Hearing aids	Green
K.	Kitchen	Blue
	Kitchen supplies*	Blue
L.	Laboratory	Green
	Laboratories	Green
	Laundry	Blue
	Lavatories	Grey
	Lecture hall	Grey
	Library	Grey
	Lifts	Grey
M.	Main hospital	Blue
	Maternity	Green
	Maternity clinic	Green
	Maternity ward	Green
	Medical clinic	Green
	Men	Grey
	Microbiology	Green
	Morbid anatomy	Green
	Morbid histology*	Green
	Mortuary	Blue
N.	No smoking please*	Grey
	(Numbers)1, 2, etc.	Grey
	Nursing school	Grey
O.	Occupational therapy*	Green

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Preferred words internal direction and location signs

	Preferred words (white letters on coloured planks)	plank colour
O	Orthopaedic clinic *	Green
	Out-patients	Green
	Out-patients' theatre *	Green
	Out-patients' X-ray *	Green
P.	Paediatric unit	Green
	Pathology	Green
	Patients and visitors *	Grey
	Pharmacy	Blue
	Photography	Blue
	Physiotherapy	Green
	Plaster room	Green
	Post-natal clinic	Green
	Prams	Grey
	Private rooms	Green
	Psychiatric clinic *	Green
	Psychiatric social work	Green
R.	Radiation hazard	Yellow
	Radiotherapy clinic *	Green
	Reception	Grey
	Records	Grey
	Rooms (1-12) etc.	Green
	Refreshments	Grey
S.	Second floor	Grey
	Shop	Grey
	Skin clinic	Green
	Social work	Green
	Sterile supplies	Blue
	Stores	Blue
	Supplies	Blue
	Surgical clinic	Green
	Surgical ward	Green
T.	Tea-bar	Grey
	Tea room	Grey
	Telephone	Grey
	Theatres	Green
	Third floor	Grey
	Toilets	Grey
	Training school	Grey
	Treatment room	Green
W.	Wages office	Grey
W	Ward (1), (2), etc.	Green
	Warden	Grey
	Wards (5-10) etc.	Green
	Way out	Grey
	Women	Grey
	Works	Blue
X.	X-ray	Green
	X-ray (1), (2), etc.	Green
	X-ray (1-4) etc.	Green

Symbol:-

* indicates sign type F and H not suitable for length of words. Use sign type G only.

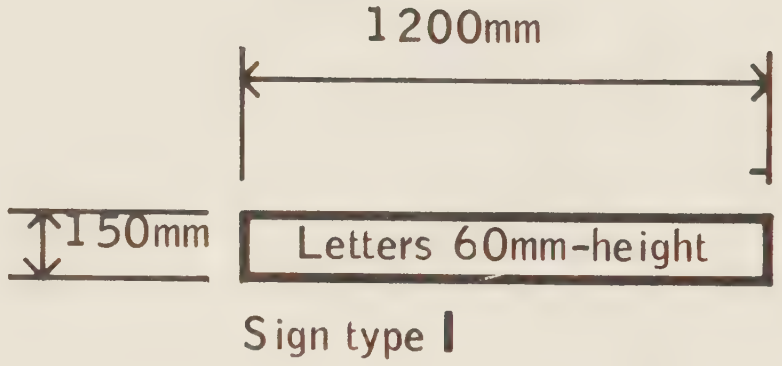
Words underlined indicate grouping of words in two lines of information on standard sign type G.

Preferred words external signs

37

The following preferred words are used with the sign types I, J and K, for directing patients, visitors, vehicles, etc, outside the health buildings.

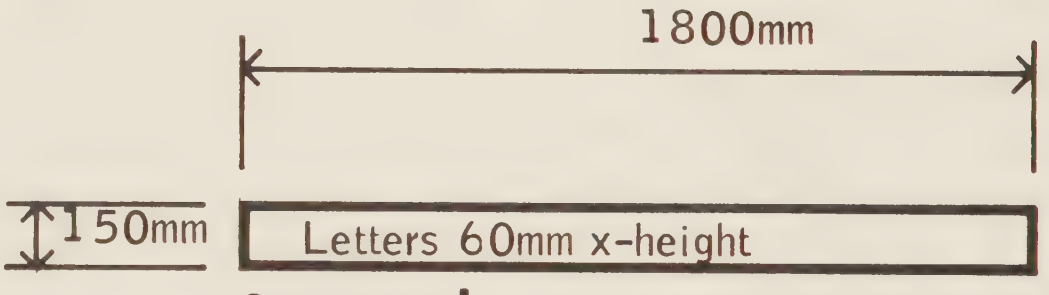
The following pages show the preferred words in common use with external direction and location signs.



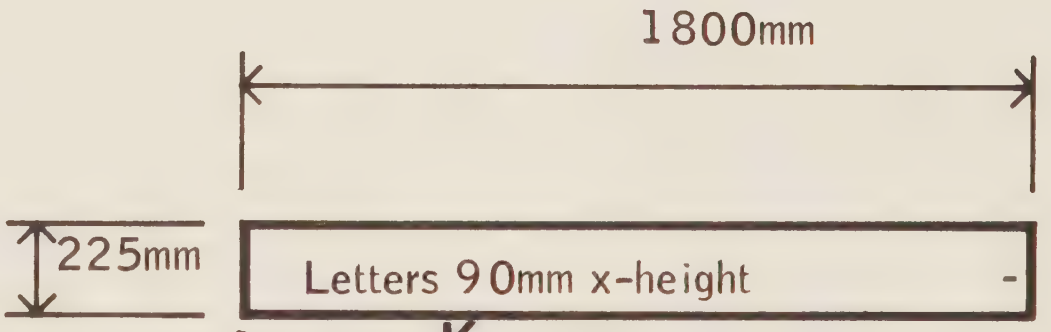
Sign type **I**

The following locations and colours are correlated for ease of identification :

Name of Hospital Main entrance, Stores, Supplies, Kitchens, Workshops, Laundry, Boiler House, Car Park	Blue
Out-patients, Clinics, Wards,	Green
Enquiries, Prams, Reception, Way out, Administration, Staff, Residential, Visitors, Church, Chapel.	Grey
Emergency, Casualty	Red



Sign type **J**



Sign type **K**

The following preferred words are for use with signs type **I, J** and **K**

Symbol :-

* indicates sign type **I** or **K** not suitable for length of words. Use sign type **J** only.

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Preferred words external direction and location signs

	Preferred words (white letters on coloured planks)	colour plank
A.	Accidents	Red
	Administration	Grey
	Admissions	Green
	Ambulances	Red
	Animal house	Blue
	Ante-natal clinic	Green
B.	Boiler house	Blue
	Bulk store	Blue
C.	Car park (see M.O.T. sign also)	Blue
	Central supplies	Blue
	Chapel	Grey
	Chest clinic	Green
	Children's clinic	Green
	Children's ward	Green
	Chiropody	Green
	Church	Grey
	Convalescent ward*	Green
D.	Day hospital	Green
	Dental clinic	Green
	Dispatch	Blue
	Dispensary	Green
	Doctors' quarters*	Grey
E.	Emergencies	Red
	E.N.T. clinic	Green
	Entrance	Blue
	Enquiries	Grey
	Exit (see Way out)	
	Eye clinic	Green
F.	Flats (1-10), etc.	Grey
	Fracture clinic	Green
G	Geriatric unit	Green
	Gymnasium	Green
	Gynaecological clinic*	Green
K	Kitchen	Blue
	Kitchen supplies*	Blue
L	Laboratory	Green
	Laundry	Blue
L	Lavatories	Grey
	Lecture hall	Grey
M.	Main hospital	Blue
	Maternity	Green
	Maternity clinic	Green
	Maternity ward	Green
	Medical clinic	Green
	Mortuary	Blue
N.	Neurosurgical unit*	Green
	Nurses' home	Grey
	Nursing school	Green
	No smoking	Grey
O.	Occupational therapy*	Green
	Orthopaedic clinic*	Green
	Out-patients	Green
P.	Paediatric unit	Green
	Pathology	Green
	Pharmacy	Blue
	Physiotherapy clinic*	Green
	Plastic surgery unit*	Green
	Post-natal clinic	Green
	Prams	Grey
	Private rooms	Green
	Psychiatric clinic*	Green
R.	Radiotherapy clinic*	Green
	Reception	Grey
S.	Shop	Grey
	Skin clinic	Green
	Sterile supplies	Blue
	Staff	Grey
	Staff car park	Grey
	Staff entrance	Grey
	Stores	Blue
	Supplies	Blue
	Surgical clinic	Green
	Surgical wards	Green
T.	Telephones	Grey
	Theatres	Green

Preferred words external direction and location signs

39

	Preferred words (white letters on coloured planks)	colour plank
T	Toilets (see MOT sign also)	Grey
	Training school	Grey
V	Visitors	Grey
	Visitors' entrance *	Grey
W	Wards	Green
	Way out	Grey
	Workshop	Blue
X	X-ray	Green

Symbols:-

\+ indicates words in two lines on sign type C.

ø indicates words in three lines on sign type C.

* indicates sign type D not suitable for length of words. Use sign type C or E.

≠ indicates sign D or E not suitable for length of words. Use sign C only.

Words underlined indicate grouping of words in two lines of information on sign type C and E, or three lines on on sign type C.

Correct	Joinery and metalwork
Incorrect	Joinery and metalwork

40 Performance standards

1.0 The signs supplied by the selected manufacturers meet the following standards :

1.1 Signs are supplied complete, needing no further decoration or fixing materials.

1.2 When erected, signs are stable, rigid and independent of support or restraint other than that provided by the suspension system, and will maintain this state under normal conditions of use.

1.3 The exposed surfaces of the signs have good resistance to dirt, chemicals, staining, moisture, changes in temperature, impact and bacteria.

1.4 Signs are guaranteed against fading, discolouring, crazing or chalking.

1.5 The letters and arrows may be printed or applied and are dense white, uniform, accurate and sharp without wavers and blemishes.

1.6 All plank signs are supplied with a matt surface finish.

The planks are to be finished in any one of five colours as follows:-

(a) Blue B.S. Reference 0.012)
(b) Green B.S. Reference 0.010)
(c) Grey B.S. Reference 9.101)
(d) Red B.S. Reference 0.005)
(e) Yellow B.S. Reference 309 - B.S. 381C
(for radiation hazard sign only)

All pole supports are to be B.S. Colour Reference 9.101

1.7 The support system for moveable signs for external use has been designed to resist the force created by a 30 metre per second gust without overturning.
When fixed to a rigid vertical surface the signs are to be capable of resisting an impaction similar to that described in B.S. 3760:1966 - Cast Gypsum Panels (with core)

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Use

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Use selection

The following selection and coding sequence is suggested for use with the schedules overleaf.

	Sequence	Select from	page no.
1	Refer to location Code and: Determine use of sign and select appropriate Preferred words list.	(i) List for internal identity signs (ii) List for internal direction and location signs (iii) List for external signs (iv) List for traffic signs	23-39
2	Select appropriate preferred word	Preferred words list (Note any requirements for plank types)	30-39
3	State plank colour	Standard colour associated with preferred word	30-39
4	State direction by using arrows	Standard use of arrows	15
5	Determine sign types for: (i) internal identity sign types	A,B,C,D or E	51
	(ii) internal direction and location sign types	F,G or H	51
	(iii) external sign types	I,J or K	51
	(iv) Traffic sign types	(i) non-reflective (ii) reflective	53 54
6	Determine fixing of signs for : (i) single-sided signs	"fixed" or "removable" signs fixed to vertical surfaces	51-54
	(ii) double-sided signs	Signs suspended from ceiling etc, or with information on one or both sides of plank	
	(iii) traffic signs -	- Signs fixed to vertical surfaces - Signs fixed to posts- fixed or removable - Signs projecting from vertical surface	

Use detail

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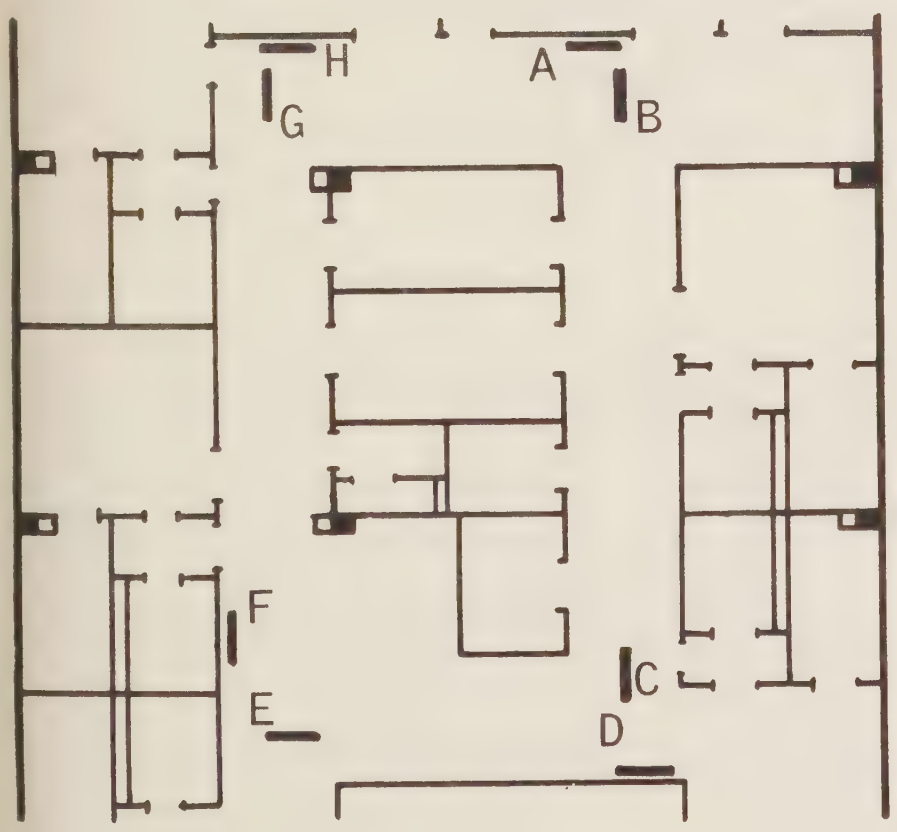
Health Service Design Note No 5 Co-ordination of components for Health Buildings and Space Data gives information about the horizontal and vertical controlling dimensions and the location of components.

This section brings together some of the details in Note No 5 with the data on signposting in this document.

Design Stage

At this stage the position and angles at which signs are to be placed is determined and located on sketch plans.

As a general rule signs are positioned at right angles to the line of movement of a pedestrian or vehicle. (See sketch plan)



Sketch Plan

Apart from an initial role in directing pedestrians or vehicles, signs should also be used to reassure users that they are on the correct route. It is recommended therefore that in a long distance of traves signs should be repeated at reasonable intervals.

Suspended signs should be carefully positioned in relation to the position of lights and other elements fixed at ceiling level.
(See ceiling plan, page 44).

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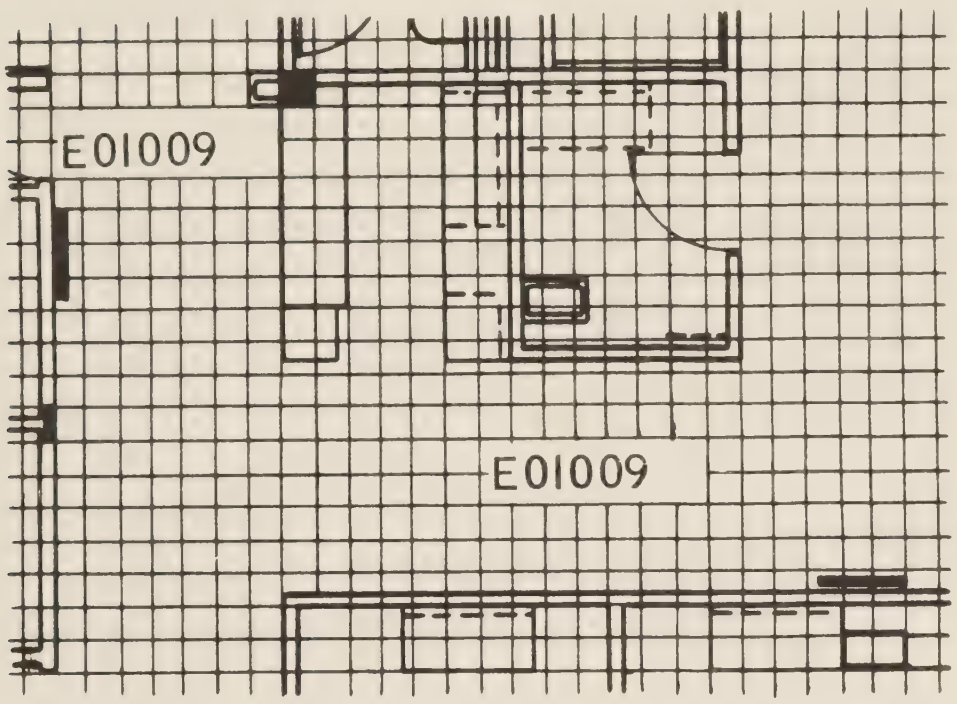
Use detail

All rooms, corridors and other spaces are coded using six-fact location codes (e g E01009). Details of these codes and method of coding spaces is given in Health Service Design Note No. 2. The location Schedule A, B, and C are completed as necessary, and may then be used as ordering and fixing schedules.



This illustration shows how surface-fixed and projecting signs are located on FLOOR PLAN

All bank of signs except identity signs are located and coded alphabetically from A to Z within a given room or corridor space (e g sign location B in space location E01009)

All internal, external and traffic signs and sign fixing s stems are coded. The details of codes and range are shown on pages 59 to 63.

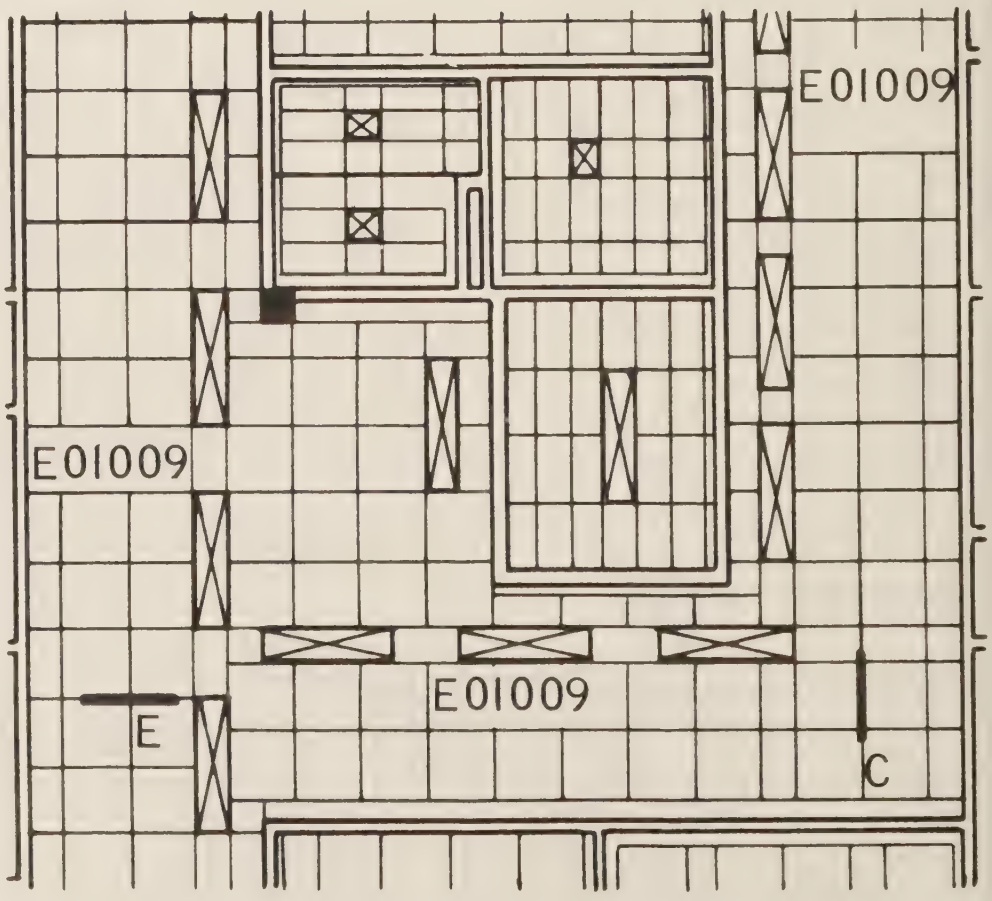
The location of internal identity signs is related to room location codes and the preferred words or numbers are stated on Location Schedule A (see page). It is not necessary therefore to locate identity signs alphabetically on plan.

The location of internal direction and location signs and external direction and location signs is coded alphabetically and the preferred words are stated on Location Schedule B. (See pages 46 and 47).

It should be noted that in the location Schedule B the preferred word on the reverside side of a double-sided sign or blank (e.g. suspended or projecting sign) is given opposite the preferred word on the reverse side.

It is essential that on the location Schedules signs in one location are grouped together and separated from another group by a horizontal line.

The location of traffic signs is coded alphabetically in sequence with the external direction and location signs and the sign type, etc, are stated on Location Schedule C. (See page 48).



This illustration shows how suspended signs are located on CEILING PLAN

Suggested Schedule for use with INTERNAL IDENTITY SIGNS

location	Preferred words or room number	Identity Sign Codes	location	Preferred words or room number	Identity Sign Codes
Door to room:					
E01201	425	7IAAA			
E01201	Deputy Midwife Teacher	7IAAC			
E01202	426	7IAAA			
E01202	-	7IAAB			
E01203	427	7IAAA			
E01203	Engaged	7IABD			
E01204	Hospital Secretary.	7IAAC			

Suggested Schedules for use with INTERNAL DIRECTION AND LOCATION SIGNS

Use location schedule 'B'

location codes	Arrow	Preferred words (obverse side)	Arrow	Colour	codes: Sign Codes	codes: Support System	Arrow	Preferred words (reverse side)	Arrow	Colour
E01109/A		Dining room Occupational therapy Pharmacy Maternity clinic	 → → →	Grey Green Blue Green	71BCF 71BDG 71BDF 71BDF	71I--B	← ← ←	Occupational therapy Pharmacy Maternity clinic		Green Blue Green
E01109/B		Fire Exit Car Park Children's clinic		Red Blue Green	71BAF 71BAF 71BAF					
E01109		No smoking please Toilets		Grey Grey	71BBG 71BAF					
E01109/D		Men		Grey	71BFF			Men		Grey

Use location schedule 'B'

Suggested Schedule for use with EXTERNAL SIGNS

location codes	Arrow	Preferred words (obverse side)	Arrow	Colour	codes: Sign	codes: Support System	Arrow	Preferred words (reverse side)	Arrow	Colour
EG0127/A		Wards Radio therapy Clinic Kitchen supplies Nurses home Maternity clinic		Green Green Blue Grey Green	7IDHJ- 7IDGJ- 7IDGJ- 7IDGJ-	7IJ--G		Way out		Grey
EG0127/B		Enquiries Emergencies		Grey Red	7IDAI 7IDAI					

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Use location schedule 'C'

Suggested schedule for use with traffic signs.

location codes	codes		location codes	codes	
	Sign	Fixing		Sign	Fixing
EG0127/C	7IFAA-	-			
EG0127/D	7IFGC- 7IFGF-	7IK--F			
EG0129/A	7IFEE-	-			
EG0129/B	7IEGG-	7IL--A			

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Selection

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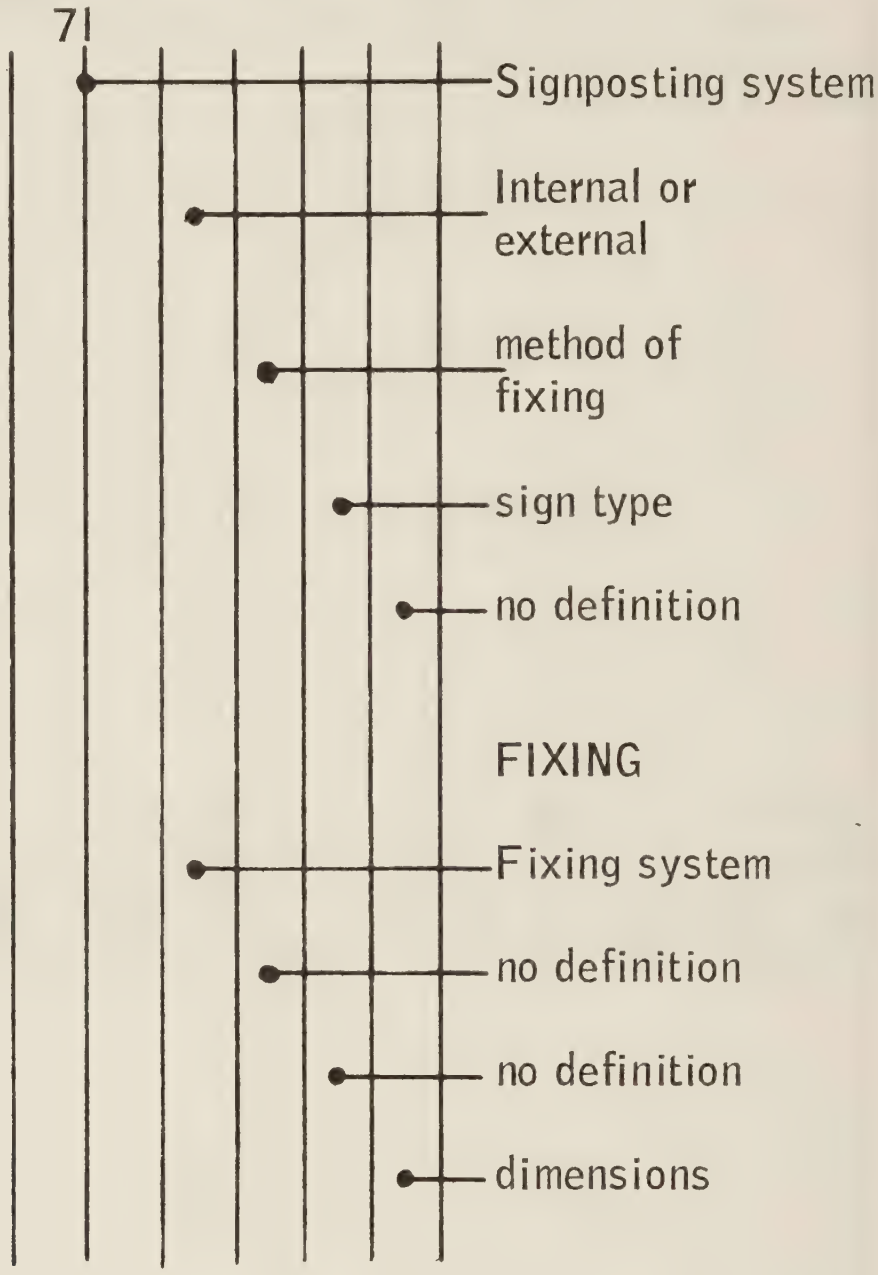
Coding conventions

This table is shown for information purposes only.

No attempt should be made to extend the range of coded items.

The coding for signposting systems is based on a six-facet alpha-numeric code. Two figures are followed by four letters. The figures are CI/SfB numbers.

Each of the four letters has a different meaning by sequence in the series as follows:



Range internal signs external signs

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internal signs						
sign type	single-sided sign		double-sided sign			
	surface fixed		suspended signs		projecting signs	
	Fixed	Removable	Information one side	Information both sides	Information one side	Information both sides
Internal identity signs						
A.	71AAA -	-				
B.	71AAB -	-				
C.	71AAC -	71ABC				
D.	71AAD -	71ABD				
E.	71AAE -	71ABE				
Internal direction and location signs						
F.	71BAF -	71BBF-	71BCF-	71BDF-	71BEF-	71BFF
G.	71BAG -	71BBG-	71BCG -	71BDG-	71BEG-	71BFG
H.	71GAH -	71BBH -	71BCH -	71BDH-	71BEH-	71BFH

external signs			
sign type	single-sided sign		double-sided sign
	Wall Fixed	Post Fixed	Post Fixed
I	71DAI-	71DGI-	71DHI -
J	71DAJ-	71DGJ-	71DHJ-
K	71DAK-	71DGK-	71DHK-

Range suspension systems post fixing systems

post fixing systems for external signs only		suspension systems for internal signs only	
Overall height of post fixing system (including length let into ground)	codes	Overall depth of suspension system	codes
900mm	71J--A	350mm	711--A
1200mm	71J--B	650mm	711--B
1500mm	71J--C	950mm	711--C
1800mm	71J--D	1250mm	711--D
2100mm	71J--E	1550mm	711--E
2400mm	71J--F	1850mm	711--F
2700mm	71J--G	2150mm	711--G
3000mm	71J--H	2450mm	711--H
3300mm	71J--I	2750mm	711--I
3600mm	71J--J		

post-fixing systems for traffic signs only			
fixed post fixing system		movable post fixing system	
Overall height including length let into ground	codes	Overall height including base	codes
900mm	71K--A		
1200mm	71K--B	900mm	71L--A
1500mm	71K--C	1200mm	71L--B
1800mm	71K--D	1500mm	71L--C
2100mm	71K--E		
2400mm	71K--F	Note: Movable posts are for use with $10\frac{1}{2}$" diameter signs only	
2700mm	71K--G		
3000mm	71K--H		
3300mm	71K--I		
3600mm	71K--J		

Range non-reflective traffic signs

D.O.E. reference number			codes for non-reflective signs			
			surface fixed	projecting	signs for fixing to posts	
		530	7IEAA-	7IEEA-	7IEGA-	
		601	7IEAB-	7IEEB-	7IEGB-	
10½"	Ø	606	7IEAC-	7IEEC-	7IEGC-	
24"	Ø	606	7IEAD-	7IEED-	7IEGD-	
10½"	Ø turn left	609	7IEAE-	7IEEE-	7IEGE-	
24"	Ø turn left	609	7IEAF-	7IEEF-	7IEGF-	
10½"	Ø turn right	609	7IEAG-	7IEEG-	7IEGG-	
24"	Ø turn right	609	7IEAH-	7IEEH-	7IEGH-	
10½"	Ø	610	7IEAI-	7IEEI-	7IEGI-	
24"	Ø	610	7IEAJ-	7IEEJ-	7IEGJ-	
		612	7IEAK-	7IEEK-	7IEGK-	
		613	7IEAL-	7IEEL-	7IEGL-	
		614	7IEAM-	7IEEM-	7IEGM-	
		615	7IEAN-	7IEEN-	7IEGN-	
10½"	Ø	616	7IEAP-	7IEEP-	7IEGP-	
30"	Ø	616	7IEAQ-	7IEEQ-	7IEGQ-	
		619	7IEAR-	7IEER-	7IEGR-	
		624	7IEAS-	7IEES-	7IEGS-	
		626	7IEAT-	7IEET-	7IEGT-	
		629	7IEAU-	7IEEU-	7IEGU-	
		630	7IEAV-	7IEEV-	7IEGV-	
		631	7IEAW-	7IEEW-	7IEGW-	
10½"	Ø	636	7IEAX-	7IEEX-	7IEGX-	
20"	Ø	636	7IEAY-	7IEEY-	7IEGY-	
		642	7IEAZ-	7IEEZ-	7IEGZ-	
(arrow showing left)		735	7IFAA-		7IFGA-	
(arrow showing right)		735	7IFAB-		7IFGB-	
(arrow showing left)		736	7IFAC-		7IFGC-	
(arrow showing right)		736	7IFAD-		7IFGD-	
		801	7IFAE-	7IFEE-	7IFGE-	
		809	7IFAF-	7IFEF-	7IFGF-	
(arrow showing left)		810	7IFAG-	7IFEG-	7IFGG-	
(arrow showing right)		810	7IFAH-	7IFEH-	7IFGH-	
		833	7IFAI-	7IFEI-	7IFGI-	
		834	7IFAJ-	7IFEJ-	7IFGJ-	
		835	7IFAK-	7IFEK-	7IFGK-	
		836	7IFAL-	7IFEL-	7IFGL-	

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Range reflective traffic signs

D.O.E. reference number			codes for reflective signs			
			surface fixed	projecting	signs for fixing to posts	
		530	7IGAA -	7IGEA -	7IGGA -	
		601	7IGAB -	7IGEB -	7IGGB -	
10½"	Ø	606	7IGAC -	7IGEC -	7IGGC -	
24"	Ø	606	7IGAD -	7IGED -	7IGGD -	
10½"	Ø turn left	609	7IGAE -	7IGEE -	7IGGE -	
24"	Ø turn left	609	7IGAF -	7IGEF -	7IGGF -	
10½"	Ø turn right	609	7IGAG -	7IGEG -	7IGGG -	
24"	Ø turn right	609	7IGAH -	7IGEH -	7IGGH -	
10½"	Ø	610	7IGAI -	7IGEI -	7IGGI -	
24"	Ø	610	7IGAJ -	7IGEJ -	7IGGJ -	
		612	7IGAK -	7IGEK -	7IGGK -	
		613	7IGAL -	7IGEL -	7IGGL -	
		614	7IGAM -	7IGEM -	7IGGM -	
		615	7IGAN -	7IGEN -	7IGGN -	
10½"	Ø	616	7IGAP -	7IGEP -	7IGGP -	
30"	Ø	616	7IGAQ -	7IGEQ -	7IGGQ -	
		619	7IGAR -	7IGER -	7IGGR -	
		624	7IGAS -	7IGES -	7IGGS -	
		626	7IGAT -	7IGET -	7IGGT -	
		629	7IGAU -	7IGEU -	7IGGU -	
		630	7IGAV -	7IGEV -	7IGGV -	
		631	7IGAW -	7IGEW -	7IGGW -	
10½"	Ø	636	7IGAX -	7IGEX -	7IGGX -	
20"	Ø	636	7IGAY -	7IGEY -	7IGGY -	
		642	7IGAZ -	7IGEZ -	7IGGZ -	
(arrow showing left)		735	7IHAA -		7IHGA -	
(arrow showing right)		735	7IHAB -		7IHGB -	
(arrow showing left)		736	7IHAC -		7IHGC -	
(arrow showing right)		736	7IHAD -		7IHGD -	
		801	7IHAE -	7IHEE -	7IHGE -	
		809	7IHAF -	7IHEF -	7IHGF -	
(arrow showing left)		810	7IHAG -	7IHEG -	7IHGG -	
(arrow showing right)		810	7IHAH -	7IHEH -	7IHGH -	
		833	7IHAI -	7IHEI -	7IHGI -	
		834	7IHAJ -	7IHEJ -	7IHGJ -	
		835	7IHAK -	7IHEK -	7IHGK -	
		836	7IHAL -	7IHEL -	7IHGL -	

R 13081/12825 2,500 11/72 P

5|2

MDB reference

0	Use and Index Service document	Use and Index Service document	0/1 0/2
1	Structure	Structure (reprint)	1/1
2	External envelope	Roofing systems Cladding (later) Windows and composite infill panels	2/1 2/2 2/3
3	Internal sub-division	Partitions Door sets Ceiling system Flooring system Cubicles	3/1 3/2 3/3 3/4 3/5
4	Services and Drainage	Sanitary assemblies Sanitary assembly panels	4/1 4/2
5	Fixtures, furniture and equipment	Storage and worktop units Signposting Curtain tracks	5/1 5/2 5/3

Signposting